

JOB DESCRIPTION

Job Title: Civic Engagement Manager

Department: Community Impact

Reports to: Vice President of Operations

Supervises: National Service Members

Full Time / Part Time: Full Time

Exempt / Non-Exempt: Exempt

Union / Non Union: Non Union

Organizational Standards and Behaviors / Core Competencies: These individual competencies represent the knowledge, abilities and behaviors that result in an individual's personal effectiveness and effective interactions with others. These are competencies that ALL individuals are expected to possess. These competencies define what the organization values the most in people. The goal of these core competencies is for individuals to be able to perform in a diverse number of positions throughout the organization.

- Mission Focused
- Relationship oriented
- Collaborator
- Result oriented
- Brand Steward

Position Summary: This position is primarily responsible for the management of the Flint National Service Accelerator initiative which helps promote the importance of national service members and activities throughout Genesee County.

Essential Duties and Job Responsibilities:

- Oversight of Flint National Service Accelerator initiative.
- Work with organizations to build their capacity for maximizing national service positions and projects; provide direct technical assistance to organizations applying for, recruiting and training national service members.
- Provide hands-on support to national service members through the facilitation of customized workshops, assessments, and networking.
- Research national service opportunities, best practices, trends and sector changes with the intention of developing special initiatives and services for Genesee County agencies.
- Working with the Community Foundation of Greater Flint, provide a comprehensive national service grant program.
- Provide technical assistance to national service programs outside of the United Way including NCCC and Summer Associates.
- Represent the Flint National Service Accelerator initiative internally and externally.
- Other duties may be assigned to meet the business needs.

Qualifications/Requirements:

- Excellent written and oral communication skills.

- Excellent interpersonal relationship skills.
- Must be detail oriented; work well with deadlines and results oriented.
- Ability to demonstrate strong written and verbal communication skills including facilitation and presentation experience.
- Strong relationship-building and organizational skills.
- Early morning, evening and weekend work hours.
- Ability to think strategically and develop the broader picture.
- Light Travel.

Education/Training/Experience:

- Bachelor's degree in human service, public policy, business administration or related field retired, Masters preferred.
- Minimum three year's experience managing projects and volunteers.
- Familiarity with the nonprofit sector through work experience or volunteering required
- Advanced computer skills desirable.
- Understanding of National Service preferred.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards.

Position Information:

Annual Salary - \$45,000-\$55,000
Medical, Dental, Vision, Life Insurance
