



## Fellowship Manager Position Description

### About PowerCorpsPHL

Launched in September 2013, PowerCorpsPHL is a City of Philadelphia AmeriCorps initiative. Operated in partnership with EducationWorks and the Philadelphia Youth Network, PowerCorpsPHL engages Opportunity Youth in transforming their lives through service. PowerCorpsPHL enrolls members in full-time AmeriCorps service for 6 months with City departments to tackle pressing environmental challenges, including the need for improved stormwater management, increased tree coverage, and revitalized public land. Through a rigorous combination of service and training, corps members develop and practice essential 21st Century workforce skills, including time management, conflict resolution, accountability, teamwork, leadership, and network building. As PowerCorpsPHL members, individuals receive the customized support they need to secure career-track employment, pursue post-secondary education, and/or enroll in additional national service.

### Position Overview

The Fellowship Manager is responsible for the development, execution and oversight of the system that supports corps members in building career-specific skills and provides applicable work experiences. In partnership with the Assistant Director of Workforce Development, the Fellowship Manager will build and maintain a variety of partnerships to provide meaningful work experiences for our members transitioning into the second phase of PowerCorpsPHL. The Workforce Development Fellowship Manager reports to Assistant Director of Workforce Development.

### Essential Functions

The Fellowship Manager will:

- Manage fellowship partnerships including designing the cohort calendar, communicating key dates, visiting on-site with members and supervisors, and managing the feedback and mediation processes.
  - Create a matching process for host sites and corps members based on career interest, skillset, and best fit
  - Support fellows, interns, and all corps members engaged in the second phase of the program to succeed in their current placements and continue to develop professionally, including planning and facilitating on-site check-ins, supervisor feedback sessions, orientation sessions, and continued member training
  - Provide individual career counseling and support with soft skills development, resume writing, and interview preparation to members in the second phase of the program
  - Assess corps members' job-readiness skills and review progress and goals outlines in mutually agreed upon individualized employment and training plans
  - Support the development and delivery of professional development curriculum, workshops, and other training activities for corps members in the second phase of the program
  - Evaluate performance of corps members and host sites throughout the work experience
  - Play a lead role in supporting fellows for their next step transitions
  - Design and implement the strategy for building and maintaining fellowship partnerships
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- Collaborate with the Workforce Development team to:
    - develop and provide career-connected training for corps members and alumni
    - develop and implement best practices guides
  - Communicate and document member goals, services utilized, and outcomes
  - Work with staff to deliver consistent career-connected messaging to corps members
  - Contribute to monthly program reports
  - Support in logistical planning of training days, service opportunities, and career exploration activities
  - Verify and approve member timesheets
  - Attend supervision with the AD of Workforce Development to discuss specific member transitions and best practices
  - Attend bi-weekly Workforce Development team meetings and bi-weekly PowerCorpsPHL staff meetings
  - Attend staff professional development trainings

### Education, Experience & Skills Required:

- Bachelor's degree with a minimum of two years' experience with high risk populations
- Minimum two-years of experience establishing and fostering relationships with cross-sector partners
- Minimum two-years of experience in career counseling or workforce development
- Experience with database management, and recording and tracking of data
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion
- Familiarity with social service resources and providers, a plus

- Familiarity with post-secondary education resources and providers, a plus
- Strong oral and written presentation skills
- Demonstrated commitment to diversity and cross-cultural issues
- Proficiency in Microsoft Office
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse, National Sex Offender Public Registry, and F.B.I. fingerprinting)

### **Core Competencies**

#### **Caring Relationships**

- Motivate and lead program staff to work collaboratively perform with excellence
- Establish and foster, with diverse partners, positive relationships and open, informative and effective communication
- Demonstrate high level of enthusiasm for and ability to convey the PowerCorpsPHL mission to internal and external stakeholders in a clear and compelling manner
- Exercise sound judgment

#### **Professionalism and Professional Development**

- Self-direct and assume full ownership over responsibilities
- Set clear direction and accountability for staff while offering opportunities to share resources, obtain professional development and advancement to reach goals and objectives
- Provide clear communication and high level of organization to all staff; including sound written and oral communication skills
- Present strong problem-solving processes
- Commit to professional development to advance skill growth of serving urban youth

#### **Cultural Competence and Inclusion**

- Promote inclusive behaviors and practices and equity among staff; setting high standard for open dialogue and problem solving

#### **Program Management**

- Evaluate program effectiveness and build capacity to develop systems and align resources to optimize success
- Develop relationships and plans to advance the goals of the PowerCorpsPHL program

Please submit a resume and cover letter to [PowerCorpsPHL@educationworks.org](mailto:PowerCorpsPHL@educationworks.org) with the subject line as “Position Title\_Last Name” (ex. Workforce Development Advisor\_Smith).