



PITTSBURGH CARES
Pittsburgh, Pennsylvania
www.pittsburghcares.org

Position: Program Manager – Campus Cares

[Contractual Position: September 2009 – December 2009]

Organizational Overview

Pittsburgh Cares, a non-profit volunteer service organization, is part of the national Points of Light Institute (www.pointsoflight.org). Founded in 1992, Pittsburgh Cares is a recognized, respected leader in volunteerism and community service in the Greater Pittsburgh region. Pittsburgh Cares has an active volunteer base of over 5,000 youth and adults and provides volunteers and capacity-building support to over 250 area community-based organizations. On average, Pittsburgh Cares coordinates between 60-75 service projects per month and logs more than 80,000 service hours annually.

Pittsburgh Cares increases community engagement through volunteerism and enhances the impact of regional service partners. For more information about Pittsburgh Cares, please visit www.pittsburghcares.org.

Position Description, Duties, and Responsibilities

The Program Manager – Campus Cares position is a full-time position (\$15-\$20/hour) that reports to the Executive Director. The purpose of Campus Cares is to serve as a regional think tank for volunteerism in higher education. Designed specifically to encourage and facilitate civic engagement and leadership development within the Pittsburgh region's higher education community, Campus Cares works to increase and enhance volunteerism, service learning and the impact of regional nonprofit organizations. Additionally, Campus Cares hosts several trainings and fellowship programs to aid in collaboration and education among students, faculty, staff, and alumni from regional institutions.

Primary responsibilities include:

- Meeting quarterly and annual strategic goals related to Campus Cares programming and development
- Researching and incorporating best practices in volunteerism into Campus Cares
- Managing one full-time VISTA member for the SPRING Network, up to 10 part-time Scholars in Service, a state-direct AmeriCorps program through PA Campus Compact, Federal Work Study student interns, and general campus interns
- Managing the Campus Cares budget and monthly financial records
- Advance service learning at regional higher education institutions by serving as a community partner in the SPRING network, managing skill bank projects appropriate for undergrad and graduate students and faculty, and facilitating training and development for representatives of the higher education community and nonprofit sector
- Facilitate cross-campus volunteer programming with students, faculty and staff
- Customize volunteer programming for regional higher educational institutions and assess the impact of such programming
- Manage a series of leadership development and civic education training and development sessions for students and assess their impact on both the students and the community
- Convene regional higher education institutions and community partners to promote best practices, research, and community impact of volunteerism in higher education
- Managing the communications strategy for Campus Cares including press releases, program marketing materials, impact videos, web content, etc.

- Providing volunteer management for Campus Cares projects in partnership with the nonprofit or school host when necessary
- Measuring and reporting the impact of Campus Cares on the community, volunteers, and nonprofit partners
- Recognizing Campus Cares volunteers and nonprofit partners

Additional responsibilities include:

- Assisting Pittsburgh Cares staff with project implementation in Youth Engaged in Service, Community Connections and Business Cares
- Assisting in the management and implementation of special events
- Completing all other tasks as identified and assigned

Requirements

The successful candidate will have an extensive knowledge of and experience in program/project management, budget management, staff management, customer-service, and volunteer management as well as a commitment to the mission of Pittsburgh Cares. Candidates must also possess a proven track record of event planning / management, volunteering, and an ability to communicate effectively to and engage diverse audiences.

Additionally, candidates should possess the following:

- 2-3 years experience in nonprofit sector, community relations or related field
- Partnership building and relationship management skills with measurable success in achieving win-win community partnerships
- Planning and organizational skills with short and long term plans
- Management and leadership skills in developing, directing, and evaluating programs in line with strategic goals and objectives
- Building and motivating effective teams of staff and volunteers
- Excellent written, verbal and presentation skills
- Bachelors degree in business, nonprofit management or a related field
- Outstanding analytical, interpersonal and communication skills as well as creativity, diplomacy, and skills in consensus building and collaboration
- Ability to work with a diverse pool of volunteers, nonprofit partners and cultural and professional styles
- Skills in quickly resolving challenges and the ability to succeed using innovation and limited resources
- Skilled use of MS Office Software Suite
- Energetic, optimistic, customer-centered, "can do" personality
- Strong work ethic with the ability to multi-task and take initiative

To Apply: Please email your cover letter and resume to:

anew@pittsburghcares.org

Or mail to:
 Alexa New
 Pittsburgh Cares
 535 Smithfield Street, Suite 744
 Pittsburgh PA 15222

No phone calls please.