



FY18-01 Baton Rouge Program Manager

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Job Details

Level

Experienced

Job Location

American YouthWorks-Baton Rouge - Baton Rouge, LA

Position Type

Full Time

Education Level

4 Year Degree

Salary Range

\$42,000.00 - \$42,000.00 Salary/year

Travel Percentage

Up to 50%

Job Shift

Day

Job Category

Other

POSITION PURPOSE

The Baton Rouge Program Manager is responsible for coordinating and supporting all aspects of the Louisiana program's operation, development, and expansion. Program Manager will develop and maintain project partnerships, facilitate AmeriCorps grant compliance, and support administrative needs for field operations in order to implement and maintain quality, safe, highly effective operational programming.

#### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Under limited supervision, the Program Manager will perform the following functions:

1. Manage day-to-day program operations with a focus on efficient systems, risk management, and an impactful member experience;
  - o Work collaboratively with HQ staff to assess the needs and opportunities in the Louisiana program area and create strategies, measurable goals, and timelines to meet those needs.
  - o Ensure risk management strategies are consistently utilized by staff and program participants.
  - o Maintain connection with the members' experience in the program and continually examine operational systems from the perspective of how the systems serve the members' needs.
2. Maintain regular communication via, email, teleconference, or in person with Program Director;
  - o Collaborate with senior staff on a weekly basis to work closely on the goals and needs of the program.
  - o Respond promptly to requests from Program Director.
3. Ensure all program activities are in compliance with grants and supporting grant management;
  - o Coordinate with Assistant Program Director to complete grant reporting requirements through project tracking and program documentation.
  - o Work closely with Assistant Program Director to provide leadership for outstanding grant compliance and monitoring techniques.
  - o Implement training with program staff that enhances understanding of program compliance with grants and policies.
4. Leverage new partnerships and opportunities;
  - o Network to build relationships with state, city, county, parish and other local municipalities.
  - o Network to build relationships with non-profit partners.
  - o Develop project contracts/agreements, and enter all relevant information into the project management database.
  - o Develop and maintain project partner relationships with an aim toward sustainability.
  - o Research and monitor state budgets and related regional initiatives for conservation and disaster response.
  - o Identify and participate in strategic multi-stakeholder initiatives that will enhance LaCC visibility in our service areas.

- Utilize existing tracking and reporting tools and strategies for partner cultivation.
- Assist Program Director in identifying funding sources to maintain adequate revenue streams for sustainable programming.
- 5. Maintain oversight of projects ensuring that they are successful, completed with high quality and on time;
  - Maintain communication with LaCC Field Coordinators and project partners to monitor contracting, scheduling, and logistics.
  - Perform occasional site visits to monitor activities in the field.
- 6. Manage administrative functions:
  - Develop and implement program budget, with guidance from the Program Director.
  - Utilize finance, billing and project tracking tools to ensure data is submitted regularly as defined by Program Director.
  - Submit all other required paperwork according to established timelines.
  - Ensure all American YouthWork's rules, regulations, policy, and procedures are followed.
  - Conduct occasional HQ and Houston site visits to assess best practices for program operations.
- 7. Ensure excellent leadership and support to LaCC program staff:
  - Cultivate a respectful and inclusive working community
  - Implement a variety of performance management strategies including quarterly performance reviews.
  - Provide on-going coaching and feedback to staff.
  - Provide strategic onboarding for new staff.
  - Support and assist Field Coordinators in leading and training AmeriCorps crew leaders and members.
  - Facilitate weekly staff meetings
- 8. . Participate in relevant conferences and training.

## QUALIFICATIONS:

### ***Preferred***

CPR / First Aid / WFR Certification; Wildland Fire Training; ICS Training; S212 and ICS 100,200,300,400,700,800, Herbicide Applicator License (or willing to acquire within 90 days of hire), FEMA G288 and G489;

### ***Minimum Required***

EDUCATION / CERTIFICATION: Bachelors degree in environmental science or related field of study;

EXPERIENCE: Three years or more of previous related experience in conservation and disaster settings; Prior experience in responding to natural disasters;

EQUIVALENT EDUCATION/EXPERIENCE: Associates degree in the specified or field of study and two years of the specified work experience; or High school diploma or GED, and four years of the specified work experience.

## KNOWLEDGE/SKILLS/ABILITIES

KNOWLEDGE: Trail building and habitat and coastal restoration; mechanical and basic tool knowledge, including use of a chainsaw; CPR/First Aid; herbicide use; team-based coordination and logistics;

SKILLS: Project partner relations; operate in diverse community settings; able to provide mentorship under stressful conditions; lead teams and develop leaders; good problem solving and logistical skills; work independently; flexible under pressure; conflict resolution skills; intermediate computer skills; operate passenger van, truck with trailer, and other heavy equipment; chainsaw operation; GPS/GIS; carpentry; small engine maintenance; project management;

ABILITIES: Attentive to detail and accuracy; Well-organized; Cooperative, patient and willing to assist others, open and honest personality, Flexibility under pressure, Good decision maker; Able to build consensus.

## PHYSICAL ACTIVITIES:

TALKING: Speaking clearly so others can understand you and the information you are communicating; will be required to convey detailed or important instructions or ideas accurately; talking in front of groups;

VISION: See details at a distance and, or at close range, within a few feet of the observer; will be required to read papers, books and to operate audio-visual, office equipment and tools;

HEARING: Hear conversations and receive ordinary information;

MANUAL DEXTERITY: Quickly move your hand and arm, or your two hands to grasp, manipulate, or assemble objects such as hammers, picks, chainsaws;

EXTENT FLEXIBILITY: Bend, stretch, twist, or reach with your body, arms, and legs

DYNAMIC/STATIC/TRUNK STRENGTH: The ability to exert muscle force repeatedly or continuously over time that involves muscular endurance and resistance to muscle fatigue. Exert maximum muscle force to lift, push, pull, or carry objects; Use of abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing; May also restrain potentially violent individuals;

VEHICLE AND EQUIPMENT INTERACTION: Navigating and, or driving personal vehicle or 15-passenger company vans; using computer and computer applications to enter data or process information; Photocopiers and scanners;

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**WORKING CONDITIONS:**

REGULAR: Indoor/Outdoor; independent, isolated settings, may be required to work in hot, wet, cold, or other significantly unpleasant conditions, *including disaster areas*;

**ATTENDANCE:**

REGULAR: Monday Friday, 8:00 AM to 5:00 PM; One-hour unpaid lunch break; Off-site Disaster and Conservation Hitches

OCCASIONAL: Weekends to meet deadlines/special projects and overnight staff retreat.

**TRAVEL:**

REGULAR: Travel to AmeriCorps service sites and transport corps members as needed. Hitch project or disaster response events 500 miles or more for 1 8 weeks duration, 6 to 21 weeks per year; Travel of up to one week for project planning purposes;

OCCASIONAL: Training, off-site meetings or conferences as requested or needed.

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**BENEFITS:**

American YouthWorks offers competitive benefits and leave package including but not limited to:

- 14 personal days;
  - 5 sick days;
  - 19 break days, taken throughout the spring, summer, and winter;
  - 15 holidays, plus 2 floating holidays;
  - Employer contributions toward our medical and dental plan;
  - Employer paid Life, AD&D, and Long Term Disability;
  - Pre-tax programs for child and health care;
  - Supplemental income and additional voluntary life options
  - 403(b) retirement with employer contribution;
  - Employment service awards every 5-years;
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AYW is committed to building a culturally diverse faculty and strongly encourages applications from female and minority candidates.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

**EOE: American YouthWorks is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.**

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