



Assistant Director of Data & Compliance 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 alumni, individuals receive the customized support they need to secure career-track employment, pursue post-secondary education, and/or enroll in additional national service.

Successful staff and leaders within PowerCorpsPHL embrace their affiliation with AmeriCorps and share a number of common characteristics: commitment to the mission and goals of the program, dedication to their role in achieving those goals, and willingness to work across teams to create and maintain a strong program culture capable of creating opportunity and overcoming challenges.

Position Overview

The Assistant Director of Data & Compliance is responsible for the development and implementation of data management, reporting, recruiting, and compliance systems. Reporting directly to the PowerCorpsPHL Director, the Assistant Director of Data & Compliance will lead a team of 1 staff focused on data and file management and 1 AmeriCorps VISTA focused on communications. The Assistant Director of Data & Compliance will work closely with the Assistant Directors of Operations and Professional Development, to ensure all aspects of the PowerCorpsPHL program model are carried out with consistency and fidelity.

Essential Functions

The Assistant Director of Data & Compliance will:

- Provide supervision and leadership to the Data team, including:
 - (1) Data Coordinator
 - (1) AmeriCorps VISTA/Communications Coordinator
 - Any applicable consultants
- Lead all staff in best practices in data management, collaboration, and compliance
- Direct and oversee the development, staff training, and implementation of data systems, including:
 - AmeriCorps compliance, recruitment, enrollment, exit, and processing
 - Impact and performance measure data collection, tracking, analysis and reporting
 - AmeriCorps member electronic timesheet system
 - AmeriCorps member mid and end-of-term evaluations
 - Alumni transitions
- Guide the recruitment process (outreach, interviews, and enrollment), specifically:
 - Coordinating with PowerCorpsPHL staff to ensure success of the candidate selection process:
 - outreach to Recruitment Partners
 - review of applications
 - scheduling of small group interviews and site visits
 - compilation of staff feedback
 - selection of applicants
 - invitation to Pre-Service Orientation
 - selection of those to be made AmeriCorps members after a 30 day probationary period

- Collecting and maintaining all AmeriCorps member eligibility and enrollment documentation and all other corps member documents
- Verifying that all program applicants are eligible to be AmeriCorps members
- Preparing, distributing, collecting, and maintaining AmeriCorps member agreements
- Collecting and maintaining all post-enrollment member documentation
- Conducting and paying for all member background checks: FBI fingerprint, PA state criminal, PA Child Abuse, and National Sex Offender Public Registry
- Provide compliance oversight for AmeriCorps and all other program grants, including:
 - Collaborating with the City to complete and submit all federal and PennSERVE web-based information for corps members and other reports
 - Compile program reports monthly and as requested
- Collaborate with the Assistant Director of Professional Development to inform program design and collect data efficiently, including:
 - Pre- and post-service corps member surveys
 - Corps member demographics, needs, supports, interventions, and follow-ups
 - Service project experience and impact
 - Training curriculum and related data
 - Alumni experience and related data
- Collaborate with the Assistant Director of Programming to collect data, track outcomes, and streamline systems of data collection and data management, including:
 - Feedback and assessment of corps member candidates during recruitment and on-boarding
 - Updated corps member information, changes in corps member statuses, and corps member attendance
- Contribute to PowerCorpsPHL and EducationWorks program reporting as requested
- Contribute to the promotional efforts of the program through social media and technology-based efforts and agency events

Education, Experience & Skills Required

- Bachelor's degree with a minimum of 3-5 years experience using and/or managing data management systems
- Minimum two years experience in staff supervision and managing a team
- Minimum two years experience in grant compliance
- AmeriCorps and/or other federal grant compliance experience, required
- Ability to establish and foster relationships with cross sector partners and to work as a part of a collaborative team
- Excellent written and verbal communication skills to diverse audiences
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion
- 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

Adolescent Development and Empowerment

- Commit to the advancement of urban youth; including staff development

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

This is an exempt position with an annual salary range of \$55,000 to \$65,000, plus full benefits.

Please submit a resume and cover letter to PowerCorpsPHL@educationworks.org with the subject line as "Position Title_Last Name" (ex. Assistant Director Data_Smith).