

# EducationWorks

BE THE DIFFERENCE

3149 Germantown Avenue  
Philadelphia, Pennsylvania 19133



## **Executive Director, PowerCorpsPHL Position Description**

**Applications will be reviewed on a rolling basis  
through April 30, 2016**

**Please submit resume and cover letter to:  
*[applications@educationworks.org](mailto:applications@educationworks.org)***

## About PowerCorpsPHL

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PowerCorpsPHL is a City of Philadelphia AmeriCorps initiative administered in partnership with EducationWorks.

PowerCorpsPHL engages disconnected young adults, ages 18 to 26, in transforming their lives through service<sup>1</sup>. Corps members enroll 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, PowerCorpsPHL members practice essential 21st Century workforce skills, including teamwork, leadership, conflict resolution, accountability, time management, and network building.

As PowerCorpsPHL alumni, individuals receive the customized support they need to pursue their education and career goals.

Since launching in 2013, PowerCorpsPHL has achieved incredible success. From September 2013 to March 2015, PowerCorpsPHL members diverted 164 tons of debris from parks and green stormwater infrastructures and planted nearly 3,800 trees. Additionally, they revitalized over 2,900 acres of public land by building trails, restoring creek beds, constructing berms and rain gardens, elevating trees for safety, clearing inlets, refurbishing park benches and playground equipment, and removing invasive plants and debris to allow native plants to thrive.

Equally impressive is the personal transformation that has taken place in PowerCorpsPHL members. Despite significant personal and systemic barriers to their success, nearly 80% of PowerCorpsPHL members complete their term of AmeriCorps service. Of those, 90% transition successfully to career-track employment, post-secondary education and/or additional national service. Above all, PowerCorpsPHL members develop radically different community identities, the majority seeing themselves for the first time as positive leaders, role models, and agents of change.

For more information, please visit [PowerCorpsPHL.org](http://PowerCorpsPHL.org).

## About EducationWorks

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EducationWorks (EW) is a nonprofit organization providing academic support, career readiness, and enrichment programming throughout Greater Philadelphia. By tackling core issues like literacy, graduation rates, safety and social awareness, we are equipping individuals with the tools needed to stay safe, finish school, make better choices, and become more productive members of their communities.

Recognizing that each child has unique needs, staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in---school programs to after---school and summer programs, children from six weeks to adulthood are positively impacted by EducationWorks programming.

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<sup>1</sup>PowerCorpsPHL members are opportunity youth between the ages of 18 and 26. They are predominately male (82%) and people of color (96% are African American, 3% Latino and 1% White). Roughly 75% have been involved in the justice system and 20% in the foster care system. To date, PowerCorpsPHL has graduated five cohorts, totaling 236 individuals (approximately 25% of whom enrolled in multiple cohorts).

## PowerCorpsPHL Program Structure and Reporting Relationships

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The PowerCorpsPHL Executive Director is an employee of EducationWorks and reports directly to the President and Chief Executive Officer. The Executive Director is the primary point of leadership and decision making with City agencies, and organizational partners, to guarantee PowerCorpsPHL program objectives are met or exceeded.

Additionally, the Executive Director will be an integral member of the following teams:

- **PowerCorpsPHL Leadership Team:** This cross-institutional team, comprised of leaders from EducationWorks, the Philadelphia Youth Network and the City of Philadelphia, advises local and national development of the PowerCorps model.
- **EducationWorks Leadership Team:** This team comprised of EW's CEO, CFO, COO, CAO, and Human Resources Director leads the strategy and direction of EW's in school, out of school, ELECT, and Youth Court programs.

## Position Summary and Critical Areas of Responsibility

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The PowerCorpsPHL Executive Director will serve as a passionate, mission-driven leader able to excel in each of the following areas:

### ***Strategic Leadership and Accountability***

- Guide staff and partners in both short and long term planning to ensure PowerCorpsPHL continues to grow and refine its program model
- Identify and assess opportunities to increase program impact
- Remain continually abreast of best practice research and apply, as appropriate, to program design, implementation and evaluation
- Ensure compliance with all aspects of the EducationWorks contract with the City of Philadelphia
- Ensure compliance with all CNCS (Corporation for National and Community Service) and PennSERVE(the Governor's Office of Citizen Service) AmeriCorps program rules and regulations
- Ensure all aspects of the PowerCorpsPHL program model are carried out with consistency and fidelity

### ***Staff Supervision and Support***

- Coordinate, in partnership with the EW Human Resources Department, the process for recruiting, hiring, onboarding, supervising, training and supporting 17-20 full time program staff and other part time staff and consultants as needed
- Lead and supervise PowerCorpsPHL Assistant Directors responsible for the following three departments:
  - Professional Development (including Career Services, Supportive Services and Project Management)
  - Program Management
  - Data and Compliance
- Motivate and inspire staff to ensure AmeriCorps members receive the leadership, supports, supervision and accountability necessary for their success
- Foster a culture of strong communication and collaboration among staff to ensure maximum creativity and efficiency

### ***Fundraising/Development***

- Work in partnership with the PowerCorpsPHL Leadership Team and EW Development staff to develop a fundraising plan to include government, corporate, foundation and individual donors in support of the program's \$2.9 million annual budget

### ***Public Relations and Marketing***

- Work in partnership with the City of Philadelphia and EW President and CEO to develop, execute and evaluate a marketing and communications plan that engages and inspires multiple audiences

### ***Fiscal Management***

- Develop PowerCorpsPHL program budget that addresses revenue constraints while meeting the needs of all program departments
- Support Assistant Directors to manage budget allocations
- Support EW's Chief Administrative Officer in reconciling program budget, preparing budget reports to PennSERVE and the City of Philadelphia, and using information to forecast future spending patterns and identify revenue needs

## **Education and Experience**

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- Bachelor's degree required in human services, education or a related field. Master's degree strongly preferred
- Minimum of 5 years leadership experience with program development and implementation
- Minimum of 3 years management experience, including staff supervision and support
- Significant experience working with young adults, ages 18-26, who have been involved in the justice and/or foster care system
- Experience developing and managing complex budgets
- Experience with the use of data to manage and improve programs
- Experience with social service and/or workforce development
- Experience working with AmeriCorps programs strongly preferred
- Familiarity with environmental issues strongly preferred
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse, National Sex Offender Public Registry, and F.B.I. fingerprinting)

## **Leadership Competencies**

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The PowerCorpsPHL Executive Director must be a proven, passionate leader with a track record of career success and an outstanding reputation for integrity and community involvement. In order to excel in this role, the candidate should possess the following skills and qualifications:

- Ability to establish and foster relationships with diverse partners and to work as a part of a collaborative team
- Excellent self-direction and the ability to drive responsibilities through to completion
- Ability to evaluate program effectiveness, develop systems and align resources to optimize success
- Ability to set clear direction for staff and hold individuals accountable while supporting them to perform to their full potential
- Commitment to promoting inclusive behaviors and practices among staff
- Ability to convey PowerCorpsPHL's mission to a variety of stakeholders in a clear and compelling way
- Excellent interpersonal and organizational skills
- Outstanding written and verbal communication
- Ability to exercise excellent judgment
- Demonstrated commitment to diversity and cross cultural issues

***Salary commensurate with experience, along with excellent benefits.***

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