**Genesis Intergenerational Program**

**Program Manager**

**Position Description**

**TITLE:** Program Manager, Genesis

**ACCOUNTABILITY:** Program Manager Position at Mi Casa, Inc.

**SALARY AND BENEFITS:** Based on experience, mid-high $50s plus competitive benefits

**APPLICATIONS ACCEPTED:** December 28th, 2018 through January 22nd 2019

**ANTICIPATED START DATE:** February 2019

**Mi Casa Inc and the Genesis Intergenerational Community Program**

 Mi Casa Inc (“Mi Casa”) is a 26-year-old non-profit affordable housing developer based in Washington, DC, with a mission to preserve and provide affordable housing to promote diverse, sustainable communities. Mi Casa initiated Genesis Intergenerational Community Program (“Genesis”) at the end of 2015. Genesis is a 27-unit, community-based housing program housing young women aging out of foster care and their children, seniors over the age of 55, and other families with a stable and supportive place to call home. In the beginning of its fourth year, Genesis is launching a new Program Plan. The new plan will draw inspiration from the “whole family” (2Gen) approach to building capacity of low-income households—and focus on early childhood development, health and well-being, creating pathways to greater economic stability through education and employment, and building support across the generations.

**Genesis Program Manager - Role Description**

Mi Casa is seeking a highly motivated, creative, and dynamic individual to serve as the Genesis Program Manager (PM). The PM will lead the implementation of the new plan designed to champion the idea of the community as providing the support for people to thrive in their lives, and promote a culture of caring. The goals of the new plan are to re-energize and increase resident involvement, launch a capacity-building initiative, and recruit residents to co-facilitate workshops and cohort groups designed to build capacity and develop resident leadership. The PM will coordinate resident engagement as well as the provision of supportive services as needed with third party social services professionals and organizations, some of which will include evidence-based services.

The Genesis Program Manager (PM) should have demonstrated significant experience in program coordination or management in an area of social services or social work in low-income communities, and have significant related experience in one or more of the following areas: trauma-informed child and human development, community-based organizing or community-based programs, or a related field. The PM will need to plan for and coordinate a program of activities to take place regularly during hours when most residents are available to access them, and will be expected and able to work non-traditional office hours in order to facilitate this (i.e., outside the 9 to 5 or 10 to 6 pm schedule). It is anticipated that this will include two or more evenings per week plus some weekend hours on a regular basis. Mi Casa will provide flexibility and autonomy to the PM in developing and sustaining a flexible schedule for a 40-hour work week that works best both for the PM and the community’s availability.

**Candidate Qualifications:**

·       **Excellent skills in team and community building and/or organizing:** significant and demonstrated experience in community organizing or team- or community- building.

·       **Knowledge and experience working with young people who have experience trauma,vulnerable children and youth, low-income families, and/or low-income seniors:** knowledge about the challenges facing vulnerable populations, and understanding of developmental impact of traumatic experience; significant direct experience a plus.

·       **Demonstrated experience in managing and sustaining a community-based program:**experience managing/ sustaining a community-based program designed to facilitate support between community members,

·       **Strong organizational and administrative skills:** experience in effectively negotiating and managing multiple contracts, creating program plans and coordinating schedules, building and sustaining professional relationships, and effectively managing programmatic expenditures.

·       **Effective at record-keeping, tracking and analyzing data** on resident participation, program initiatives and outcomes (surveys, observations—including tracking participation levels, reporting, etc).

·       **Excellent communicator, with fair and consistent communication style:** excellent, non-biased verbal communication skills, presentation skills, and strong writing skills. The ideal candidate will bring a high degree of social and professional skill to working as an effective member, and Program leader, and resident liaison. The ideal candidate would also have experience with mediation/ conflict resolution.

·       **High degree of professionalism and skill in representing the program externally:**The PM should be prepared to regularly represent the Program and Mi Casa with external stake-holders, be able to speak articulately about the program to external parties, understand the importance of building support for the program, including current or potential funders and partners.

·       **Experience or interest in supporting fundraising activities:** The ideal candidate will either have experience or an interest in learning how to successfully obtain program support, including funding (grants and donations) and external support.

·       **Strong presence of mind and skill in complex social situations, model responsibility and mutual accountability:**The PM will need to bring experience and skill in communicating clearly, firmly, and consistently in order to model and set a tone that supports a culture of caring, mutual accountability and responsibility between residents, the program, and overall commitment to community participation.

·       **Strong cultural knowledge and sensitivity to diverse backgrounds and experience:** The PM must be able to “meet people where they are,” regardless of background or life experience, and to harness this diversity and balance various interests to draw the community together, work through differences, and make informed decisions.

·       **Passion for Mi Casa’s mission and the goals of Genesis, belief in people and the potential for human development, and resilience to weather challenges:** The PM must have a passion for affordable housing, grass-roots capacity-building and strengthening communities. The ideal candidate should come prepared with a strongly resilient and optimistic outlook, ability to find and build support for the program both inside and outside of the organization, and ability to see the “big picture” to sustain the day-to-day work and challenges that will support the program’s long-term goals.

* **Language Skills:** Proficiency in Spanish or Amharic verbal communication is preferred.

**Summary of Job Responsibilities:**

Be an integral part of the Mi Casa team, and the primary staff person responsible for coordinating the Genesis Program, implementing the new Year Four Plan, and developing and promoting a culture of caring and commitment within the Genesis community. The PM will design and implement plan to provide frequent, consistent, activities of interest to residents and at hours that fit with resident schedules program activities—including those that work to build capacity, equity-building activities and engage residents in developing activities content and leading activities, coordinate with third-party providers to facilitate/ co-facilitate activities. The PM will engage residents in the implementation of new Community Engagement Commitment, engage resident teams and support a spirit of accountability, participation, and consistency, and increase and facilitate use of community spaces overall. The PM will familiarize self with existing and potential partnerships with service and other organizations and institutions (non-profit providers, schools, community groups, etc) and establish new/ better fitting service partnerships, customized support as needed (mental health counseling, referrals, evidence-based). The PM will establish and implement mechanisms for capturing and analyzing data—on participation, resident interest, outcomes, and to regularly survey residents on engagement, type and frequency of activities, and program impact. The PM will coordinate with designated Building Management personnel per the Program and Building Management Coordination Plan. Support the continuation or establishment of a resident-led steering committee or other representative group that convenes on topics of concern and meets regularly with Mi Casa staff.

**Benefits:**

Mi Casa offers an excellent benefits package including progressive vacation other time off, staff-covered Health Insurance Plans, Dental, Vision, a 403(b) Retirement Plan with employer match, and Flexible Spending Accounts.

**To apply:**

Please electronically submit the following to Elin Zurbrigg, Deputy Director of Mi Casa, at [info@micasa-inc.org](mailto:info@micasa-inc.org):

* Cover letter
* Resume/CV
* Three professional references