



Associate Program Manager of Family Respite Program

The Family Respite's Associate Program Manager reports directly to the Executive Director. The Associate Program Manager is responsible for the support of the coordination and execution facets of family respite stays - estimated to be approximately 160 families during 2019 and projected to grow to stays annually within two years. The ideal candidate is a professional, sensitive to the critical situation of each family **Domus Pacis** serves, as well as the varying donor-established procedures that need to be honored when connecting with businesses and volunteers. The organization is experiencing growth in demand which requires the need for a proven team player with solution-oriented focus and passion for mission, process and productivity. The candidate must be hard-wired as proactive, disciplined and a strong communicator.

The Family Respite Associate Program Manager position is full-time (30 - 40 hours/week) employment and does require staff to greet arriving families on most weekends. The Associate Manager will be requested to represent our organization at outreach and networking opportunities such as chamber meetings, Domus Pacis fundraising events and supporter gatherings.

Responsibilities/tasks (in tandem with the Program Management team) include but are not limited to:

Assist with Coordination of Family Respite Stays (as detailed in the *Program Management Process and Flow* document)

- Communicate with applicant and family's communication designate(s)
- Communicate and secure local Volunteerism
- Communication and secure Business participation
- Prepare Welcome bags and packets and greet scheduled families
- Provide feedback to management on potential improvement to coordination procedures

Responsibilities/tasks include but are not limited to (cont'd):

Coordinate Volunteer Team

- Define and communicate volunteer procedures
- Schedule and lead volunteer training session(s)
- Expand Community Involvement -- Secure new volunteers from...
High School Service Clubs & IB Program, Scout Troops, Senior Center
Outreach Organizations, Faith Groups, Ski Resort Ambassador Network, etc.
- Grow the *Foster-A-Family*, *Food & Hugs* and *Food for Families Friday* support efforts
- Enter new and augment missing volunteer involvement and contact information
- Quantify our volunteers' efforts and success measures (KPIs)
- Evaluate effectiveness of each volunteer program
- Propose element modifications aimed at efficiency gains
- Affirm all volunteer efforts

Lead Securing In-Kind Support

- Develop a plan to solicit businesses for complimentary gifts
- Project resource needs, set targets/benchmarks and success measures (KPIs)
- Execute an aggressive in-kind acquisition plan and modify as necessary
- Enter vouchers for Goods, Services and Activities
- Affirm and acknowledge all in-kind support

Back-up DPFR Executive Director and CEO, Founder

- Participate in Event planning and execution
- Assist with Appeals

An Added Plus - Technology Assistance

- Provide social media, basic graphics & layout assistance
- Build connections thru social media formats

General requirements of the position include:

- ✓ College degree with five years of work experience
- ✓ Possess strong written and oral communication skills
- ✓ *Passion* for details and confidentiality
- ✓ Ability to work in a team environment
- ✓ Serves as emergency contact with DPFR families on a rotational schedule
- ✓ Competency with MS Office Suite, Google and social media applications
- ✓ Capacity to learn Salesforce and related applications
- ✓ Commitment of 30 - 40 hours per week
- ✓ Participant on special projects as needed

Employment detail:

Variable time: 30 - 40 hours per week

Salary Range: Determined by Qualifications - \$18.00 to \$22.00 (plus FICA)

Start Date: As soon as possible

How to Apply:

If qualified, email a letter of interest and resume to Domus Pacis Recruitment Team at positions@domuspacis.org.

Please insert **Family Respite Associate Program Manager * Position Application** in the subject line.