



## **Assistant Director**

The Assistant Director provides leadership in the development and implementation of programs, events, and member services as well as monitors progress toward the organization's mission and strategic objectives. Other essential responsibilities include writing communications, evaluative reporting, providing technical assistance to member campuses, supervising additional staff and interns, and developing partnerships with other organizations.

### **PRIMARY RESPONSIBILITIES:**

#### **50% AmeriCorps VISTA Program**

- Manage a federal AmeriCorps\*VISTA program focused on campus civic engagement and low-income college student success, including budgeting, outreach, training development and recruitment of sites and VISTAs.
- Provide leadership and supervision of the VISTA Leader position (2).
- Create program goals and outcome measures to ensure fidelity to federal strategic priorities and organizational mission.
- Manage strategic reporting and data collection systems.
- Write federal financial reports, program outcome and impact reports, and stories of impact to disseminate more broadly.
- Facilitate trainings providing technical assistance and strategic learning to program partners and ILCC members using web-based meetings and in-person events.
- Develop surveys, collect data, and analyze outcomes.
- Collaborate with internal and external stakeholders including the Corporation for National and Community Service, diverse community partners, and VISTA members. Develop strategic partnerships with member campuses to advance their goals and engagement in alignment with program goals.

#### **25% Membership Services and Event Planning**

- Support member campuses through site visits, facilitating workshops, and technical assistance
- Plan and facilitate trainings and annual events in collaboration with the Executive Director
- Manage events, including coordinating logistics, publicity, registration, contracts with locations, catering, and participant packets.
- Support membership by tracking dues and maintaining member contacts.
- Contribute to ILCC newsletters, social media, and communications

#### **25% Operations**

- General Clerical Support: Answer and direct phone calls, Organize and schedule meetings and appointments, Maintain contact lists, Assist in the preparation of regularly scheduled reports, Provide general support to visitors
- Collaborate with Executive Director to develop, forecast, and track organizational and program budgets.
- Expense reports, budgets and reimbursements: Organizes monthly expense reports for budget managers and reviews expenditures to ensure that proper recording and receipting maintained according to University policy.



- All other duties as apparent or assigned by supervisor (Executive Director).

### **JOB SPECIFICATIONS:**

#### **Required:**

- Deep commitment to the goals outlined in Campus Compact's 30<sup>th</sup> Anniversary Action Statement ([www.compact.org/actionstatement](http://www.compact.org/actionstatement)).
- At least five years of relevant experience with national service programs, service-learning, civic and community engagement, higher education, and/or nonprofits.
- Experience supervising staff.
- Ability to show initiative and solve problems; organize workflow; manage one or more projects; be accurate and attentive to details; and handle frequent interruptions.
- Ability to communicate effectively interpersonally and in writing.
- Ability to work both independently and in a team environment.
- Proficiency with MS Office software, including Excel, and database systems required.
- Bachelor's degree.

#### **Preferred:**

- Experience with nonprofit financial management and/or board governance.
- Success managing state or federal grant programs.
- Experience with event planning.
- Ability to work effectively with Wordpress.com, MailChimp.com, and EventBrite.com.
- Graduate degree in a related field preferred.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Typical work in an office at a desk for long periods of time with regular computer use. Office is located at DePaul University in downtown Chicago.
- Flexible hours within regular business hours.

### **BENEFITS:**

Salary and excellent benefits through DePaul University.

*Illinois Campus Compact, hosted by DePaul University, is an Equal Opportunity Employer*

The Job listing can be found here: <https://www.depaul.edu/Pages/employment-at-depaul.aspx>

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