



## POSITION ANNOUNCEMENT

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**Job Title:** WILL Program and Communications Manager

**Reports to:** President

**Job Status:** Fulltime /Non-Exempt

### **Introduction**

Wilderness, Leadership & Learning, Inc. ([WILL](#)) is a twelve-month experiential learning, youth leadership and life skills development program for District of Columbia youth from underserved neighborhoods. In 2003, WILL founder and President, Steve Abraham, inspired by his 2001 National Outdoor Leadership School program experience, left his law practice to establish a program to enhance the educational, leadership and life skills of DC high school youth. 2016-2017 is WILL's 13th year providing quality holistic positive youth development programming for District youth. WILL's mission is to provide diverse growth experiences and challenging learning opportunities to inspire and assist youth to make good decisions, become effective leaders, and achieve their goals.

### **Position Primary Function**

The WILL Program and Communications Manager will provide program support and instruction during WILL programs. In addition, this person will perform communications, development, administrative, and volunteer management functions. The WILL Program and Communications Manager will work under the direction and supervision of WILL's President, who will provide guidance on the scope of assignments and assistance as needed and/or requested.

### **Major Duties and Responsibilities**

The duties and responsibilities of the WILL Program and Communications Manager are described below.

#### **Program and Volunteer Management**

- Lead, instruct, and facilitate program activities.

- Work with program partners on program days to ensure program efficacy.
- Supervise and facilitate transportation of WILL youth to/from program activities from identified pick up and return location in accordance with written WILL Program Policy and ensure WILL youth depart with a parent/guardian or authorized person.
- Inform and remind all WILL youth and parents/guardians of upcoming scheduled programs.
- Support WILL President with youth recruitment and outreach efforts.
- Support with the planning and coordination of WILL's graduation ceremony activities.
- Help prepare, arrange, and maintain program areas and materials for programs and return areas in good order and condition.
- Facilitate distribution and retrieval of program materials and documentation.
- Provide parents/guardians and schools with feedback about their youth or program activities, as requested or necessary.
- Recruit and lead volunteer orientation and information meetings, and coordinate and supervise program volunteers for and during program days.
- Distribute and collect program assessment instruments.
- Work with program partners on program days to ensure program efficacy.
- Assist with maintaining and strengthening partnership relationships with schools and program partners.

### Communications

- Communicate with school partners to schedule meetings with WILL youth and/or school personnel and provide updates regarding programs and WILL youth.
- Manage WILL communications, including draft newsletters, annual reports, and all social media platforms in consultation with WILL President, and assist with WILL communication efforts as requested by WILL President.

### Development and Administrative

- Maintain Incident/Activity Log
- Assist with development and administrative tasks as requested by WILL President.
- Keep accurate daily records of hours worked and tasks performed.

### Ideal Candidate:

- Has a College Degree or 3+ years of work experience (preference for experiential learning and teaching experience).

- Has knowledge and experience implementing youth development principles/ best practices to provide direct service and instruction to youth individually and in group settings.
- Experience working with at-risk youth strongly preferred, or an equivalent combination of education and experience.
- Experience/expertise with various social media platforms.
- Experience managing volunteers or others in the work place preferred.
- Has the ability to plan, direct, and manage transportation process.
- Has the ability to lift and to carry a minimum of 25 pounds.
- Follows verbal and written requests and directions.
- Has effective written and oral communication and presentation skills.
- Promotes and fosters positive mentoring relationships with youth.
- Has proficient skills in Microsoft Word, Publisher, and Excel.
- Promotes and fosters positive working relationships with WILL youth, families, schools, partners, and volunteers.
- Works cooperatively as a member of a team.
- Desire to grow with WILL.

### **Work Hours**

This is a full-time 40 hour per week position. WILL operates on 2 and occasionally 3 Saturdays per month and on some holidays. During weeks when there is a WILL program, the work hours will generally be:

- Tuesday – Thursday, 9 am to 5 pm
- Friday, 12 pm to 8 pm
- Saturday - WILL hours will vary.

During weeks when there is not a WILL program, the work hours will generally be Monday - Friday from 9 am to 5 pm.

### **Salary and Benefits**

- FY17 Salary: \$40,000/19.23 per hour (commensurate with experience)
- Health insurance (medical and vision); retirement benefits (to be determined)
- Generous Paid Time-Off (vacation, personal days, and holiday schedule)
- Opportunity for career growth and advancement

Please send current resume and cover letter to Steve Abraham at [steve.abraham@will-lead.org](mailto:steve.abraham@will-lead.org) by March 24, 2017.

Wilderness Leadership & Learning, Inc. is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.