

## IARCA Position Description

### **IARCA Institute Program Manager**

#### **Description:**

The IARCA Institute Program Manager leads Institute programming focused on workforce and leadership development and the Outcomes Project. The Manager is a proactive, creative team member coordinating existing programming and looking for ways that the Institute can increase support for Indiana's child and family welfare community.

With assistance from the Executive Director and co-workers, the Manager oversees programs that promote workforce development, leadership development, and the Outcomes Measurement Project. The Manager will have several recurring duties related to these programs but will also have time to develop new programming that builds on these three core aspects of Institute programming.

The Manager will be expected to work 2 days a week in IARCA's office (northside of Indianapolis) but may work remotely on other days if desired. The position may include some evening or weekend work if in-person events require it once or twice a year.

This is a full-time, exempt position.

#### **To apply:**

Please send a cover letter addressing your ability to perform the below duties and a resume to [iarca@iarca.org](mailto:iarca@iarca.org) (no phone calls, please)

#### **Specific Duties:**

- Coordinate with universities, community colleges, and IARCA member agencies to promote and implement the annual Hiring Fair and the Intern/Practicum.
- Work with member agencies to promote careers in child welfare to students at universities, colleges, community colleges, and adult education programs
- Work with partners at Adult Education programs to offer Child and Family Welfare Worker certificate programs.
- Promote Learning Circle cohorts to Indiana child and family welfare agencies and work with program consultants to successfully implement the cohorts.
- With support, plan and implement the annual Leadership Symposium for IARCA members.
- Oversee the IARCA Institute Outcome Measures Project, a voluntary, online platform that measures outcomes that participating agencies help children, youth, and families achieve.

- Work with technology and research consultants to manage the outcomes platform and produce regular reports for participating members and an annual report for the general public.
- The Manager will also coordinate the IARCA Human Resources Work Group (four times a year), the IARCA Institute Outcomes Project Task Force (six times a year), and various community-wide virtual educational opportunities as needed.

**General IARCA Duties:**

- Provide great customer service to IARCA members and potential members
- Support IARCA and Institute Boards of Directors
- Other duties as assigned

**Qualifications:**

- Commitment to the wellbeing of Indiana children, youth, and families.
- Experience in child and family welfare, leadership development, workforce development, or program measurement (preference for more than one).
- Minimum of Bachelor's degree *or* significant work experience.
- Desire and ability to promote racial equity in Institute programs and the Indiana Child and Family Welfare Community more broadly.
- Fantastic communication and organization skills.
- Ability to multi-task and execute on multiple programs in a timely manner.
- Strong writing skills and working knowledge of Microsoft Office programs.
- Comfort with presenting and leading meetings virtually and in-person.

**Salary and benefits**

Annual salary ranges from \$52,000 - \$57,000

IARCA provides generous ETO and holiday leave. Employees also have access to an employer funded HRA and an annual benefit bank for non-taxable and taxable needs.