



Assistant Program Manager, MACC Education

DETROIT, MI // PART-TIME

Overview:

The MACC Education program strives to balance high-quality reading and education support with gospel-centered character development. The Assistant Program Manager supports the Program Manager in the program's operations to ensure a quality experience for parents and youth. Provides day-to-day coordination of the activities for the tutoring/learning center; schedules and oversees the work of short-term and student tutors and staff; participates in recruitment, selection, and training of tutors; participates in the development of center programs, activities, and procedures.

Reporting to the MACC Education Program Manager, the Assistant Program Manager is responsible for the execution of program-related tasks such as volunteer and youth recruitment through community canvassing, telecommunications, and delivering flyers at partnering local area schools, clubs, and organizations. The Assistant Program Manager acts on behalf of the Program Manager in their absence, sharing the gospel and coordinating Education schedules and events.

The staff member must be committed to supporting the development of high-quality, innovative Education programs to grow local impact, multiply our mission, and engage more youth, teens, and families in MACC Development programs. Collaboratively with volunteer tutors and the Program Manager, this role will build awareness of the program and explore opportunities to engage school and community stakeholders to grow the program. The position works evenings and weekends.

Responsibilities:

- Assist in the planning of MACC Education operations
- Support in the recruitment and equipping of volunteers, and program participants
- Supervise inventory, identifying gaps to assist the Program Manager with purchasing equipment supplies.
- Program tutoring setup and facilitation, i.e., providing on-the-ground support to execute programming.
- Build community awareness through canvassing, and outreach at local schools, clubs, and organizations
- Maintain appropriate communication and interactions with families and youth that demonstrate the values of MACC Education and MACC Development
- Work for program improvement and growth
- Other tasks as assigned by the Program Manager

**Seeking the holistic revitalization of Detroit's 48214.
Block by block. Neighbor by Neighbor.**



Qualifications:

- High School Diploma, an undergraduate degree in an Education-related field, or equivalent experience.
- At least two years of youth Education/community-based Education programming
- Experience with Google Suite and the entire Microsoft Office Suite
- Self-starter with a strong sense of drive and urgency to meet goals.
- Evangelical faith and open support of Mack Avenue Community Church, agreement to conduct oneself in a way that aligns with the Christian values that MACC Development espouses.

Bonus:

- Familiarity with non-profits/community development corporations
- Experience in community engagement work
- Experience in Urban Ministry
- Ability to live in or be willing to relocate to the 48214

Compensation & Benefits:

- Hourly, \$17-18, 30 hours a week.
- Some flexibility with the work schedule

About MACC Development:

The mission of Mack Avenue Community Church Community Development Corporation (MACC Development) is to seek the holistic revitalization of Detroit's 48214 community, block by block, neighbor by neighbor. Since its establishment in 2010, MACC Development has focused on youth and education, housing and blight, and economic development. It has created several initiatives to spearhead solutions to those challenges. Learn more about us at www.maccdevelopment.com.

Interested persons should send a cover letter and resume to hello@mackave.com.

No calls, please.

To view the full job description and learn how to apply, visit:
<https://www.maccdevelopment.com/careers>

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