



Jr. MANRRS Coordinator

This is a grant-funded position for 2-years. Although the grant is expected to end in 2022, the hope is that additional funding will be obtained to extend employment.

This position will be preferably based in Atlanta, Georgia, but open to remote for the ideal candidate. The person will be responsible for driving partnerships with secondary institutions, primarily 7th-12th grade. You will be part of the National MANRRS Office Staff and expected to drive relationships with key institutions.

This is an exciting opportunity to help surface areas of opportunity and develop best practices for how we 'show up' with and support MANRRS institutions. You will play a key role in engaging directly with diverse stakeholders within the MANRRS network, secondary schools, and community-supported programs. You will work closely with the National Office to achieve your goals; you will develop deep insights into programs' needs through on-the-ground presence and will be responsible for clearly documenting and communicating these customer insights back to the MANRRS team.

The ideal candidate will have strong customer-facing skills, executive presence, the ability to think broadly, and the presence to help bring all of MANRRS assets into one integrated agenda with secondary schools and community programs. You will have the ability to understand cultural norms at all levels of the community and local school district - and the ability to navigate, engage, and influence a broad constituent base within MANRRS.

You will report directly to the Chief Operating Officer and will help coordinate the Jr. MANRRS strategy with program partners. An ability to operate independently, proactively, and intuitively in a shifting environment is essential. Minimum 30% travel is required.

Note - MANRRS is currently limiting travel to essential travel only and this role will not resume travel until this company restriction is lifted.

Responsibilities:

- Coordinate, lead, and implement a comprehensive educational curriculum-based youth development program.
- Assist in the implementation of the overall Jr. MANRRS strategy across the MANRRS Society.
- Develop and implement Jr. MANRRS in-school programs (clubs and school enrichment).



- Recruit, develop, and train collegiate youth as leaders to assist with the implementation of the Jr. MANRRS program.
- Event Management – plan and execute creative small to large scale events to engage students and faculty/advisor's talent.
- Engage directly with, but not limited to: MANRRS Regional Student VPs, chapter advisors, Teachers, Principals, Superintendents, and School Board.
- Share program outcomes with community and national partners to demonstrate the value of Jr. MANRRS.
- Collaborate with other organizations leading to new audiences seeking opportunities to participate in Jr. MANRRS programs.
- Act as part of the MANRRS team, actively participate in meetings, provide information and suggestions to the National MANRRS team.
- Develop and monitor program infrastructure including program requirements, implementation projects, communications, training, and delivery support.
- Develop a recruitment and retention plan for Jr. MANRRS Chapters.
- Research pipeline programs at other organizations to ensure we're competitive and positioned as an organization of choice.
- Serve as a point of contact to direct Jr. MANRRS chapters.

Duties:

MANRRS Resource for Internal/External Customers – 50%

- Take designated training and courses related to Youth Engagement and curriculum development. Implement tools to enable all stakeholders to integrate the MANRRS resources including, but not limited to a Quarterly Newsletter and online communication resources via multiple online media platforms. Assess program evaluations and goals for the Jr. MANRRS program and curriculum, detect any performance deficiencies, and suggest target training and opportunities for chapters. Assist in planning conferences for Jr. MANRRS and collaborative partners. Lead workshops and programs that focus on the academic success and retention, progression, and graduation (e.g., academic coaching, time management, career prep, financial literacy, public speaking, undergraduate research, service, global/diversity engagement, internships, etc.) of traditionally underrepresented student populations.

Reporting and Communication – 30%

- Independently coordinate the services provided by Jr. MANRRS and staff, maintaining, and enhancing the reporting system for the usage of the curriculum, marketing, social media, website, and newsletters for the office and staff. Create and retain reports as needed.



Business Support, Service, and Professional Development, Youth Outreach – 15%

- Model and promote excellent customer service as the Jr. MANRRS primary liaison of the society. Participate in continuous professional improvement and training activities. Provide input for ongoing improvement in processes to ensure effective and efficient practices. Respond in a timely manner to all questions from prospective and current students. Stay up to date on all current policies and procedures. Be proficient in Microsoft Excel and Word.

Professional Standards, Customer Service and Organizational Improvement – 5%

- Consistently live out the commitment to the National Society of MANRRS as a tenet of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. Other duties as assigned.

Minimum Qualifications:

- Minimum 2 years of proven thought leadership and results working in a youth development environment.
- Bachelor's Degree.
- Commitment to developing, communicating, and executing against a shared vision, gaining support from a wide array of internal/external stakeholders.
- Ability to think strategically, intuitively, empathetically, and to solve unstructured problems.
- Ability to develop, analyze, implement, and evaluate research-based curriculum.
- Ability to analyze complex issues and work effectively across teams.
- Ability to plan, develop, and articulate strategies for engaging with key audiences and to bring customer insights back to internal stakeholders in a usable form.
- Strong ability to represent MANRRS and build trusted external relationships.
- Demonstrated ability to facilitate an effective virtual community, track record of excellent teamwork and collaboration in a large organization across multiple teams.
- Strong verbal, written, project management, and time management skills.
- Willingness and ability to travel to the extent necessary to accomplish objectives.
- Valid driver's license.
- Good judgment and strong interpersonal skills.



Desired Qualifications:

- Background in education or curriculum development
- Knowledge of culture and environment of MANRRS
- Knowledge culture and environment of Minority Serving Institutions (HBCUs, HSI, Tribal, etc.) and Land Grant Institutions
- Knowledge of food, agriculture, natural resources, and related sciences.
- Experience presenting strategy and results to senior leadership
- Experience with budget and expense management
- Highly organized and efficient
- Marketing and design skills
- Project management skills

Inclusion Disclosure:

If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact MANRRS at exec.office@manrrs.org.

MANRRS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.