



ASSOCIATE DIRECTOR OF RESIDENTIAL COMMUNITY @ PRES HOUSE APARTMENTS

The Associate Director of Residential Community (ADRC) will provide strategic leadership for, and primary management of, the residential programs at Pres House Apartments. The ADRC will interact proactively with residents to extend a warm and gracious welcome and build supportive relationships. They will provide opportunities for residents to engage in meaningful community-based residential experiences, including developing, promoting, planning, and evaluating many of the community and scholarship programs at Pres House Apartments. This is a full-time position. The ADRC is not expected to live on-site but this is a fully in-person (not remote) position. The ADRC will report to and receive support from the Director of Candid & Community Initiatives.

ADRC will develop activities and initiatives that align with and contribute to Pres House Mission outcomes, including:

- Offer residents an experience of gracious welcome and connection
- Provide opportunities for residents to reflect on and deepen their core values
- Invite residents to identify and use their gifts in and out of Pres House
- Improve the capacity of residents to interact with people different from them
- Invite residents to cultivate wellness in community

Pres House, and Pres House Apartments, is committed to providing a welcoming and supportive environment for students and residents of all backgrounds including diverse religious traditions (or none), socio-economic status, racial-ethnic identities, political affiliations, gender identities, sexual orientations, and more.

ADRC will share responsibility for documenting mission outcomes through photography, videography, resident narratives/stories, written observations, surveys, interviews, and other outcome measures. ADRC will work alongside all Pres House staff to align work efforts with the mission, values, and objectives held by Pres House. Specific Responsibilities fall into three general areas and include:

BUILDING-WIDE PROGRAMS and PLANNING: Develop and direct building-wide programs that align with and support mission outcomes.

- Plan and support programs in which residents experience welcome and connection (eg: move in and final exam hospitality, community dinners, weekly tea, holiday or cultural celebrations, etc.)
- Integrate opportunities for reflection on values into building wide programs.
- Coordinate opportunities for community engagement & service inside and outside Pres House.
- Plan and support opportunities for residents to learn about one another and foster connections and mutual respect (eg: cultural programs, holiday observances, guest speakers, etc.).
- Develop and track budgets that support residential programs.
- Help support leasing goals and activities, including Open Houses, housing fairs, marketing meetings, and communicating with prospective and current residents.
- Maintain and update resident records in the resident database.

Goals:

- Engage 95% of residents in at least one community program or activity during each academic year
- 75% of residents report making at least one new friend / significant connection through PH Apartment programs
- 50% of residents report having opportunity to interact with someone different from them through a PH Apartment program

RESIDENTIAL SCHOLARSHIP PROGRAMS and PLANNING: Direct and coordinate Pres House scholarship programs.

- Provide strategic leadership by developing annual participation goals, data benchmarks/outcome measures, and associated budget requirements and tracking for Apartment scholarship programs.
- Promote programs to new and returning residents, including creating promotional materials.
- Recruit and enroll residents and prospective residents.
- Facilitate Scholars Program, CEO Program and Micro-Community Program, including orientations, cohort/program activities (where necessary), and participation compliance tracking.
- Develop, launch new purposeful living scholarship programs over time in response to resident needs, and program goals.
- Undertake regular scholarship program evaluations and solicit participation feedback.
- Serve as a resource and mentor to program participants.

Goals:

- Engage 50% or more of residents each year in an intentional living scholarship program
- 50% of residents can identify and reflect on their core values and guiding principles
- 50% of residents report being supported and incentivized by Pres House to engage in community & civic service

RESIDENT ENGAGEMENT

- Reach out to residents from different backgrounds, including residents from different nationalities, religions, sexual orientations, gender identities, race and ethnicities, and economic circumstances to promote a sense of belonging and connection.
- Initiate program planning for resident social interaction and increase the sense of connection/community.
- Serve as a resource to residents experiencing concerns about their living situation (eg: roommate conflicts, mental health concerns, cross-cultural communication). Promote healthy communication, personal boundaries, respect, and responsibility among residents. Clarify Pres House policies and reinforce lease expectations.
- Respond as necessary to crisis situations that affect Pres House Apartments and its residents.
- Coordinate schedule, reservations and use of Pres House Apartment Main Lounge.
- Develop residential leadership opportunities within Pres House Apartments that invite residents to contribute to community-wide planning and priorities.
- Serve as a mentor and advocate for residents as they develop and pursue life goals.
- Solicit feedback and data from residents about their experiences for Quality Improvement and marketing purposes, including (but not limited to) an annual resident survey.

Goals:

- 95% of survey respondents describe PHA programs and staff as welcoming
- 80% of survey respondents describe PHA using words like "friendly," "community," "home-like"
- 65% of residents report being more confident in their ability to have healthy interactions with peers

CANDIDATE QUALIFICATIONS

This position requires a person with experience and enthusiasm for working with college-aged young adults, willingness to take initiative and work independently on project management, and who can work collaboratively to help achieve mission outcomes. Preference will be given to persons with strong cross cultural competencies and who are committed to inclusive practices. Bachelor's degree required.

Ideal candidate will have the following qualifications:

- At least 3-5 years of relevant professional experience; and/or hold a relevant Masters degree
- Ability to assume leadership and facilitation of residential programs
- Capacity to work independently, with supportive supervision, to manage projects, achieve strategic targets, and meet program goals
- Confidence and experience interacting with people from diverse cultural and religious backgrounds
- Social media skills, verbal and written skills, ease using and learning software and technology
- Experience developing programs that build inclusive, respectful, engaging communities
- Ability to plan and participate in community or volunteer service projects
- Excellent interpersonal communication skills and appropriate interpersonal boundaries
- Able to communicate in a clear, direct, professional manner
- Capacity to develop leadership opportunities for residents, including mentoring and guiding them
- Willing to work collaboratively toward problem solving and conflict resolution
- Desire to work for, and within, a faith-based nonprofit organization

COMPENSATION:

\$50,000-\$60,000, depending on experience and qualifications

403b retirement savings plan with employer contributions + match

Medical benefits

Life insurance

Flexible spending plan

Flexible time off program

Downtown parking

Assistance with moving expenses if applicable

Send a cover letter and resume to: ginger@preshouse.org for consideration.

Review of applications will begin February 21st and continue until the position is filled.

PRES HOUSE

[Pres House](#) is a non-profit organization at the University of Wisconsin Madison operating under the auspices of the Presbyterian Church, U.S.A. Pres House hosts a student church and campus ministry, operates private student housing in a 51 unit apartment building ([Pres House Apartments](#)), and sponsors a holistic wellness program for UW students ([Candid](#)), to support the spiritual, emotional, and intellectual growth of residents and members of the UW-Madison campus community. Pres House is an open and affirming community where the full diversity of people are welcome. Members of our community are from various backgrounds and perspectives including diverse religious traditions (or none), socio-economic status, racial-ethnic identities, political affiliations, gender identities, sexual orientations, and more.

PRES HOUSE APARTMENTS

Approximately 240 young adults come home to Pres House Apartments each year. Pres House Apartments is owned by the Presbyterian Student Center Foundation (Pres House); leasing and maintenance is managed by Forward Management. Over the past ten years, engagement in our intentional living scholarship programs has grown from less than 10% of residents to 50% of residents projected for the 2022-2023 lease year. Currently, residents can participate in one of seven distinct scholarship programs that include living-learning projects, community and service engagement, a gender and sexuality group, wellness programs, a sober living program, and a vocational reflection program to name a few. Pres House offers approximately \$100,000 a year in rent scholarships to its residents. Additionally, Pres House organizes and sponsors building wide opportunities for residents to connect, to learn, and to grow.