



## **Job Description**

The Project Manager of the Michiana Academic and Recreation Alliance (MARA) will play an integral role in supporting and advancing MARA's mission to ensure that all South Bend youth ages 5 through 19 participate in engaging, healthy, and developmentally appropriate practices led by caring mentors. Now in its seventh year, MARA includes 97 organizations throughout St. Joseph County that serve more than 15,000 local youth. MARA members include leaders from sport, education, parks and recreation, health, and more. The MARA Project Manager will be employed by Play Like a Champion (PLAC), the organization that oversees MARA's fiscal and operational activities, but will focus activities on MARA.

## **Responsibilities**

- Recruiting new organizations.
- Managing MARA member relationships through regular check-ins to ensure clear communications throughout the network.
- Planning and facilitating quarterly in-person MARA member meetings.
- Overseeing annual community needs assessment to help MARA stay apprised of pressing needs among kids in St. Joseph County.
- Promoting MARA to the broader community.
- Assisting with educational workshops using the PLAC curriculum. Responsibilities will include identifying opportunities, recruiting participants, selecting venues, promoting events, and facilitating workshops.
- Administering surveys to workshop participants and assisting PLAC with data analyses.
- Drafting, refining, and administering annual MARA member surveys to assess quality of MARA communications, relationship management, and adherence to mission.
- Assisting with the annual Play Like a Champion conference, held each June at the University of Notre Dame.

## **Requirements**

- Experience with project management and community organizing
- Knowledge of child and adolescent development with preference for candidates who understand best practices that promote children's social and moral development
- Excellent communication and interpersonal skills
- Ability to lead, teach, and motivate
- Demonstrated ability to build and maintain effective relationships with stakeholders
- Proven ability to work well independently and supervise others
- Attention to detail along with strong organization and time-management skills
- Proficiency in using relevant software applications, such as Microsoft Suite
- Flexible personality willing to work outside the standard 9-to-5 schedule



## **Qualifications**

- Four years minimum of relevant work experience plus bachelors' degree or eight years of relevant work experience

## **Compensation**

Salary range: \$60K - \$80K, depending on experience and qualifications.

The MARA Project Manager will report to the PLAC Program Director with the PLAC Executive Director playing an advisory role. The position will include paid holidays as outlined in the official *Employee Handbook* and up to 10 vacation days. This position does not offer additional benefits. Employment is subject to all policies and procedures included in the *Employee Handbook*, including regular performance evaluations by the MARA Project Manager's supervisor.

## **Application Process and Dates**

Interested applicants should send resume (or CV) and cover letter to Peter Piscitello, PLAC Director of Operations, at [peter.piscitello@playlikeachampion.org](mailto:peter.piscitello@playlikeachampion.org) by February 6, 2026.