

## PROGRAM MANAGER

Requirement: 20+ hours per week

On-site: Office – 32 W. 92<sup>nd</sup> Street, NYC 10025

The Program Manager of ParentJobNet, Inc. reports to the Executive Director and is responsible for the organization's program development and delivery.

### Responsibilities:

- Develop strategic collaborations with public schools to assess program needs
- Work with CWE teachers and financial literacy volunteer partners in developing customized curricula for public school families
- Work with partners and staff to plan, coordinate, and implement school-based programs
- Create and manage programs in public schools across a wide range of school districts in Harlem, East Harlem, Washington Heights, and Upper Westside
- Identify hosting schools and expand programs in underserved public school districts
- Develop and implement a full schedule of programs from September to June, including adult literacy classes, financial education workshops, and networking events
- Initiate and expand relationships with financial institutions to establish volunteer opportunities
- Make presentations to district administrators and community based organizations to promote and expand reach of programs
- Communicate statistics for grant-related endeavors and promotional activities
- Classroom preparation and communication
- Conduct needs assessments in hosting schools
- Disseminate surveys and feedback reports to participants
- Manage in-take forms and other program related paperwork
- Create program announcements
- Submit program announcements to PJN members and school community
- Update website manager about all new programs, schedules, announcements, etc.
- Create and maintain needs assessments
- Track and create statistics of programs and participants
- Communicate statistics to grant writer

### Experience and Qualifications:

- Excellent written and verbal communication skills
- Excellent ability to speak in front of small and large audience
- Track record of proven program leadership experience
- At least 3 - 5 years of demonstrated program management, preferably in the community
- Experience in family program development
- Experience with program planning/development and evaluation
- Experience working directly with families of diverse cultures
- Excellent analytical, planning, and organizational skills (e.g. developing tracking systems, timelines, work plans, etc.)
- Strong computer skills

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### MISSION STATEMENT

The mission of ParentJobNet is to help educate, prepare and connect low- to moderate-income public school families with job opportunities and other economic resources to empower them to build financial security and peace of mind for their school-age children.