Job Description: IL-Program Manager
Youth Engagement Zone

The Program Manager for the Youth Engagement Zone is responsible for managing and supporting a program staff to engage 150 students weekly through service learning and global education initiatives at a local high school. He or she will be responsible for developing and implementing new buildOn local and national program initiatives. The ideal candidate must demonstrate significant accomplishments as a manager, and must have a minimum of 3 years of management experience, preferably in the not-for-profit sector.

He or she must be self-motivated, creative, and possess strong organizational skills. They must have considerable knowledge and demonstrated success in the field of Youth Development and Service Learning. The incumbent must have experience providing training and professional development for staff and knowledge of the Public School System as well as some familiarity with the Non-Profit Sector.

DUTIES AND RESPONSIBILITIES:

- Oversee the program activities for the program, including the core activities: service, sponsorship, education.
- Supervise a Program Coordinator in their efforts to recruit, motivate and retain buildOn members to reach buildOn program goals.
- Supervise all program events in the zone: including program meetings, weekends and holiday service, ongoing service opportunities and School wide service days.
- Work directly with students in buildOn programs to mentor and develop these students to reach their full potential
- Monitor and submit monthly progress reports through *Key Performance Indicators* (KPIs) to manager.
- Manage and track program budget.
- Cultivate and Manage relationship with the schools, principals, faculty and surrounding community
- Manage annual outside evaluator assessment and evaluation.
- Encourage and implement professional development for program staff
- Work closely with other Program Managers to assess, grow and improve regional programming
- Perform other duties as assigned by manager.

QUALIFICATIONS:

- Relevant 4 year degree
- Highly results oriented
- Minimum 3 years' experience in management
- History of success and accomplishment through management
- Demonstrated passion and enthusiasm for youth development
- Strong organizational, project planning and team management skills required
- Strong leadership, strategic thinking, initiative, problem solving skills and creative ability desired
- Experience with community service, service learning, volunteerism, global education or cross cultural experience, and leadership development
- Ability to adapt to a flexible, fast-paced and dynamic work environment
- Team player and positive attitude is a must
- Must be willing to work a minimum of 1 weekend a month

To Apply: send resume and cover letter to Angie Espinal HR Manager jobs@buildon.org