

CAREER TRANSITIONS, INC.
Position Description
Program Manager

APPLICATION

Career Transitions seeks a full-time program manager to manage the administration and development of all programs including operations, programming, enrollment, marketing, risk management, scheduling, and budgeting. Bachelor's degree in related field preferred. Paid vacation, holiday, sick, health insurance, and retirement plan. Please send resume, cover letter, and wage requirements to info@careertransitions.com.

OVERALL FUNCTIONS

Responsible for managing the administration and development of all programs within the organization. Oversees the direction of all programming including operations, programming, enrollment, marketing, risk management, scheduling, and budgeting.

PRINCIPAL DUTIES AND FUNCTIONS

1. RESPONSIBILITIES

Programs

- Develop year-round programming that engages individuals to improve their education and skills and overall quality of life.
- Recruits, hires, trains, and supervises all program staff, volunteers, and instructors and lead them to ensure best practice guidelines are being followed, specific program standards are met, and safety policies and protocol are being followed.
- Maintain positive relationships and effective communication with program participants and community members.
- Develop schedules for all programs.
- Coordinate all facility logistics within programs.
- Act as an instructor or proctor of programs when necessary.
- Manage and maintain program files and records.
- Develop and maintain all policies and procedures within programs.
- Assist with development of annual budgets for all programs.
- Develop and analyze metrics and trends for programs.
- Assure compliance with Federal, state and local regulations.
- Act as supervisor for Montana Pathways and perform monthly reviews of client files.
- Provide guidance and training to Client Advocates when necessary.

Fundraising

- Assist in developing a fundraising strategy for the organization, including donor acquisition, events, etc.
- Maintain donor information system.

- Assist in identifying and applying for grants to support programs and operations.

Outreach

- Manage all program social media platforms.
- Assist with website design and announcements for programs.
- Attend community and interagency meetings to provide information and build relationships within the community.

DESIRED MINIMUM QUALIFICATIONS

1. EDUCATION, TRAINING, AND EXPERIENCE

- College degree in relevant field
- Minimum of 5 years of program management experience

2. KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Office software.
- Knowledge of social media platforms.
- Ability to learn specialized software applications.
- Ability to effectively meet and deal with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to follow verbal and written instructions.
- Maintain internal and external confidential information.
- Ability to utilize good judgement and model appropriate workplace behavior and boundaries with clients.
- Ability to contribute to a positive and calm work environment.
- Exhibit strong attention to detail with an ability to manage a multitude of tasks with efficiency and accuracy.
- Ability to quickly adapt to changing policies and procedures based on state and federal guidelines.
- Exhibit strong organizational skills.
- Exhibit strong leadership skills
- Exhibit a sustained capacity to work constructively with peer level employees and supervisors.
- Proven experience managing a team.
- Flexible schedule with increased work hours during peak workloads.
- Some travel required.