



Program Manager (Full-time position)

The *Program Manager* (PM), pursuant to the mission of Generations United (GU), is responsible for supervising the team members responsible for

- 1) Redwood City Reads Program and Academic Enrichment Centers (AECs),
- 2) Volunteers (currently: coordinate volunteers with programs and eventually manage the Volunteer Coordinator). With the supervision of the Executive Director will be responsible for the following:

Job Duties

The Program Manager will develop all elements of the programs collaboratively with the Executive Director.

- Direct responsibility for staff as designated by the Executive Director
- Weekly report to Executive Director
- Oversee orientation, training, and ongoing coaching for staff and volunteers.
- Collaboratively plan the annual calendar of both programs, including all program activities, volunteer training, review and evaluation.
- Implement plans by providing leadership, communication, and logistical support to ensure quality programs. Develop formal program plans and program reports.

Academic Enrichment Center (AEC) Supervision

- Recruit, train, and supervise Academic Enrichment Center Leads
- Liaise with school representatives for all student needs
- Foster a safe and friendly learning environment in all GU Programming
- Work with volunteers to make sure students complete their reading and homework.

Other Organizational Responsibilities

- Curate human-interest stories and highlights for monthly newsletter and for social media
- Assist with production of marketing materials, publications, and special events
- Development of partnerships with community leaders/collaborative partners.
- Food Distribution, Emergency Fund, Redwood City Reads, Event Coordination (Backpack Drive, Thanksgiving, Christmas, etc.)

Required:

- Experience working with the community (or similar) for 5+ years
- Deep commitment to the mission of the organization and agreement with the Code of Conduct.
- Experience working in multicultural settings, especially with urban/at-risk communities.
- Proficiency in Microsoft Suite, Google, Social Media and email.
- Valid driver's license, SSN and Livescan/clear background check

Preferred Qualifications:

- College degree or equivalent work experience
- Familiarity with the North Fair Oaks (Redwood City) community and Bilingual (Spanish)
- Familiarity, training and experience with mental health issues affecting the community.
- Able to work full time with some flexibility in the evenings and weekends
- Strong administrative and organizational skills. Solid verbal and written communication skills

Competitive salary commensurate with experience

Submit resume and cover letter to jobs@generations-united.com