

Faithbridge Church

Position Description

Position Assignment:

Title:	Program Manager
Recruited By:	Executive Director/Director of Youth Development
Staff Grade:	Part Time (20-25 hrs/wk)
Accountability:	Director of Youth Programs
Ministry/Dept.:	Bridging For Tomorrow

Summary of Position: The Program Manager will assist the Director of Youth Development with the planning, implementation, and execution of the various programs that impact the youth and their families in the community.

Purpose: To provide integrity, compassion, and excellence while offering support and organization to the community and the Bridging For Tomorrow Staff. In doing so, the mission and vision of Bridging For Tomorrow will be upheld.

Duties & Responsibilities:

1. Program Management

- Assist in the organization and facilitation of all youth programs
- Coordinate youth program registrations through communication with parents
- Maintain accurate and up-to-date records of all program participants
- Provide regular and ongoing evaluation for each area of program involvement
- Procure supplies and materials as needed for the various youth programs
- Assist in the recruitment of volunteers for youth programs
- Communicate with volunteers regularly regarding scheduling of youth programs, training and requirements needed
- Assist in facilitation of initial and annual youth program volunteer trainings
- Manages all weekly reminders to volunteers and parents regarding youth programs
- Manage all databases for youth programs participants and volunteers through eTapestry and Excel worksheets
- Assist in the facilitation of the Peer Support Group and Women's Support Group
- Support all Community Programs initiatives as needed, including but not limited to: food pantry, counseling, community resources, adult classes, and community engagement
- Intentionally engage in building relationships with community members and community builders (volunteers), particularly youth programs participants and volunteers
- Assist with needs assessment of referred clients and suggest appropriate resources
- Provide physical and administrative support for the food pantry.
- Assist community members applying for government assistance benefits through MyTexasBenefits.com
- Actively participate in team meetings, contributing feedback and ideas to continually evaluate the effectiveness of our efforts in accomplishing our mission

3. Promote BFT and its mission, acting as an ambassador, for the purpose of recruiting volunteers, partners and investors to engage in our community development efforts.
4. Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Director of Youth Programs.
5. Attend scheduled staff meetings (biweekly) and occasionally other meetings as directed by supervisor(s).
6. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. Other responsibilities could be discussed and assigned by the Director of Youth Programs or the Executive Director. This position will be reviewed biannually each fiscal year.

Skills and Educational Requirements:

- Bilingual in English/Spanish, both spoken and written, required
- College degree preferred or experience in mental health counseling, community development or family & human services
- Ability to work with persons from diverse ethnic groups, cultures, and various socioeconomic levels
- Good oral and written communications skills
- Excellent organizational skills, able to multi-task and set priorities, and comfortable with asking for help or reconsideration of priorities
- Flexible to work evenings and able to work effectively under pressure and deadlines
- Able to work collaboratively with staff, volunteers and community members
- Experience working with Microsoft Office and other computer functionalities

Organization Relationship:

This position shall be directly accountable to the Director of Youth Programs of Bridging For Tomorrow.

Working Conditions:

This is a part-time position. Position is 25 hours per week. This position requires BFT office hours and may require evening or weekend hours.

Needed Attributes:

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, and a team player.

I have read and received a copy of my job description. I understand this override anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature

Date

Print Name