

Program Manager Job Posting

This position is offered on the following conditions:

- You successfully **pass** a criminal background check in accordance with Elevate Oregon's policy.
- You successfully **pass** a pre-employment drug screen.
- You successfully **pass** a Department of Motor Vehicles records check in accordance with Elevate Oregon's driving and vehicle policy.
 - NO Driver's license that has been suspended or revoked in the past 3 years
 - Acceptable MVR record per Elevate Oregon's policy
 - Proof of auto insurance for your personal vehicle
- You acknowledge that you will be asked to provide satisfactory proof, as required by law, of your right to work in the United States.

Job Title: Program Manager

Reports to: Director of Programs

FLSA: Full Time, 40 hours per week – Exempt

Compensation: \$50,000 to \$55,000 per year, depending on experience

Elevate Oregon is a non-profit organization supporting students in the Parkrose School District, one of the most diverse districts in Oregon with a high rate of childhood poverty.

Our year-round mentoring program integrates with the core high school curriculum to raise graduation rates and college enrollment, offering career development and life skill building in the 6th–12th grades. We start early building impactful relationships, with daily mentoring and support in/outside school for 3rd–5th graders.

As a Black-led nonprofit with 85% BIPOC staff serving 93% youth of color, Elevate employs culturally responsive practices as a key aspect of our mission. We make sure that our youth are truly seen and valued for who they are, and can see themselves in our leadership.

Summary

This position is responsible for overseeing daily school-level activities and supervising school-level program staff.

Essential Duties

1. Manages and oversees the daily operations of the program at Program Manager's assigned school level.
2. Supervises, coaches, and provides resources to school-level program staff.
3. Supports initiatives to improve the quality of work with Elevate Oregon students and serve more students.

Job Duties

- Provides mentoring, leadership, coaching, support, and resources to school-level program staff and students.
- Where applicable and for coverage, teaches and manages approximately 25-30 students in school classrooms, develops and teaches lesson plans for classroom curriculum, completes case notes other paperwork as assigned, collects all student waivers, and verifies completeness of student data.
- Coordinates activities and field trips for students.
- Under the supervision of the Director of Programs, supports activities to sustain Elevate Oregon's strategic plan.
- Builds positive relationships with students and their families, acts as a role model for youth of all ages.
- Establishes and maintains strong relationships with Elevate Oregon partners and stakeholders, including school district administrators, community programs, funders, and students.
- Ensures program staff's compliance with waiver collection, paperwork completion, data entry and verification, and adherence to deadlines.
- Develops, plans, and supervises program staff in the facilitation of outings and 1:1 and small group activities.
- Transports students in a 12-passenger van to and from activities.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation and problem solving.
- Respectfully takes direction from Director of Programs.
- Performs other duties as assigned.

Supervisory Responsibilities

Directly supervises school-level program staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

High school diploma or GED. Previous experience working with youth, project management, program coordination, and grant writing experience preferred. Bilingual (English-Spanish) language skills preferred.

Certificates, Licenses and/or Registrations

A valid driver's license, acceptable driving record, and automobile liability coverage or access to an insured vehicle.

Travel Requirement

This position requires occasional travel, usually local day trips.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl, use stairways to climb to multiple floors within office building, talk or hear and taste or smell. The employee must

regularly be able to lift 25 pounds and the noise level in the work environment is usually moderate and can sometimes be loud.

Benefits

- 15 paid vacation days per year to start
- 10 paid sick days per year
- 10 paid holidays
- 100% employer paid – employee only medical, dental, short term disability, long term disability, AD&D, and life
- Retirement Plan with employer match up to 3%

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Please send resume & cover letter to: admin@elevateoregon.org

Feel free to visit our website for more information: www.elevateoregon.org