



Program Manager

Job brief

We are looking for a Program Manager to establish new programs and initiatives, and build upon current programs that have been successful. The incumbent will be responsible for managing and growing these programs.

The ideal candidate will be an experienced professional who is not afraid to make decisions or take the initiative. S/he must be able to multi-task and work independently with minimal supervision. This person must be well organized, flexible and enjoy the administrative challenges of working with our clients.

Responsibilities

(1) General Duties

- Establish regular office hours (40 hours a week). Ideal office hours are 12:00pm-8:30pm Tuesday – Saturday. These hours may be changed, but new hours must meet the Center’s need for evening and weekend activities.
- Serve as the main contact for FVAMC, responding to inquiries and coordinating with FVAMC staff and community members.
- Create standard operating procedures and train other staff as needed.
- Establish a calendar and ensure activities are held accordingly.
- Create and manage a cleaning/kitchen supply inventory system and ensure all supplies are ordered on time.

(2) Facility Management

- Meet with vendors and contractors and be present during work or repairs on the facility.
- Ensure all systems are functioning properly and coordinate repairs as necessary. This includes the sound system, camera security system, internet/telephone, fire alarm, etc.
- Serve as a first responder to fire alarm.
- Ensure the facility is kept tidy, clean and presentable.
- Ensure the grounds are kept up and engage contractors as necessary to trim greenery, mow the lawn, or plow snow.

(3) Programs/Event Management

- Manage existing activities, including monthly potlucks, Mobile Foodshare (every other Tuesday 10:00 - 10:30 am), Annual MLK Foodpacking, Monthly Community



Potlucks, Ramadan Iftars, and Eid Services/Celebration, Facility Rental, Interfaith events, Friday Lunch, and other events as needed.

- Working with FVAMC principals and community, establish new programs and initiatives to advance the mission of FVAMC.

(4) Office Management

- Light data entry.
- Answer phone and respond to emails.

Requirements

- Program management experience.
- Proven office management experience.
- Knowledge of office management systems and procedures.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Proficiency in MS Office.

This position reports and works closely with the president of FVAMC. Forty (40) hours/week 12:00-8:30pm with a half-hour break Tuesday - Saturday. \$15-\$22/hour, depending on experience. No benefits. If interested, please send an email with your resume to info@fvamc.org.