HIRING

Regional Program Manager
Central Washington

Job details

Pay
$25-$29 an hour

Job type
Full-Time, 40 hour work week

Shift and schedule
Monday to Friday

Benefits
- Medical Insurance
- Dental & Vision Insurance
- Flexible Schedule
- Paid vacation, wellness, personal leave, holidays, and winter break
- Employee assistance program
- 401K Match

Job description
The Regional Program Manager (RPM) is responsible for the implementation and management of all JAWA K-12 programs within a specified region. The RPM manages all daily operations of program recruitment, retention, data management, and evaluation with all organization stakeholders, including but not limited to educators and volunteers, while upholding and maintaining the program quality and integrity. This includes oversight of program quality and expansion, maintaining and building strong community and school relations, and verification of program completion.

This position is responsible for recruiting teachers and education partners within the communities in their region and expanding recruitment to encourage individuals connected to underserved student populations. They will also expand outreach for recruitment, training, and retention of volunteers to teach JA programs, as well as recognize their service.

This position is responsible for the management and maintenance of program data in accordance with organizational standards and objectives. They will also expand community awareness of programs and identify additional sources for volunteer recruitment and funding opportunities.

This position reports to the Statewide Program Director. This is a full-time, non-exempt position with the RPM residing within their assigned region. This position serves the Southeastern Washington Region. This is a remote hybrid position with recurring in-person engagement of community partners and school districts throughout the Tri-Cities, Washington area, serving Benton and Franklin counties.

Key Responsibilities

- Assure program quality and integrity through effective communication with all program stakeholders, monitor progress, provide exceptional customer service, share program updates, and evaluate tools. Provide customer-centric program delivery and support
- Promote program growth and expansion through successful retention of education/business/community volunteers and school district/youth development organization partners, and through proactive outreach opportunities
- Program presentation in a variety of delivery models and venues
- Provide virtual and in-person training and orientation for educators and volunteers
- Data entry, management, and maintenance, including but not limited to all constituent and program-related information and required documentation within JA's database systems
- Collect and report data, testimonials, and regional program progress for internal and external marketing, board updates, and fundraising purposes
- Complete regional Year-End Verification process: confirm and verify Learning Experiences (Inspire and Prepare) counts in organization's database systems
- Identify potential programmatic funding opportunities for referral to the development team
- Assist in developing a yearly departmental calendar
- Increase public awareness for all programs; pursue opportunities to market JA programs - marketing blitz, educator and volunteer outreach, school and district visits
- Collaborate with the organization's directors in strategic storytelling for the website and social media presence to highlight program impact and content

- Develop and maintain department tools to support program management, including, but not limited to, a calendar of events, standard operating procedures, workplans, goals, and accountability trackingPartner with the Community Partnerships team to schedule and facilitate group volunteering opportunities and connect school programming experiences to corporate partners
- Teach JA classes as needed (not to exceed 10 classes in a school year)
- Manage curriculum/kit ordering, inventory, and delivery
- Other duties as assigned within the scope of the position, based on experience and requirements

Required Skills & Abilities

- Knowledge, skills, and abilities relevant to the RPM responsibilities; or equivalent work experience.
- Minimum of 2 years' experience with demonstrated program management abilities.
- Outstanding interpersonal and relationship management skills: ability to maintain strong professional relationships with a range of groups, underscored by strong judgment and emotional intelligence
- Familiarity with the specified region's schools and school districts, community, and businesses.
- Teaching experience, formal or informal, is a plus.

Physical Requirements

- The physical demands described below are representative of those that must be met by an employee to perform the essential functions of this job successfully.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

To Apply: https://www.indeed.com/job/engagement-manager-regional-education-programs-4c61378dbeadc31d