

JOB DESCRIPTION

Position Title: Program Manager-Leadership Development Program	Overtime Status: Exempt (40 hours per week)	
Department: N/A	Location: Pensacola, Florida	
Reports To: Founder and Executive Director	Number of People Supervised: 0	
Submit resume and cover letter to kfairchild@mychainreaction.org		

POSITION PURPOSE

The Program Manager at Chain Reaction works full-time 40 hours per week and is responsible for implementing the CR's Teen Leadership Development program, implementing the marketing and public relations campaign and overseeing CR's signature fundraiser the Boo Dash 0.5k. This person should have a desire to work with high school volunteers and assist in growing the capacity of the organization. The Program Manger is additionally responsible for running center hours with the entire CR team as well as reporting on education impacts through CR teen resumes.

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

CR Center and CR Leadership Development Program

- Recruit and place Chain Reaction teen service and council interns. Distribute intern applications to interested teens or teens you believe have leadership potential
- Schedule, conduct interviews, select and notify interns of their placement
- Conduct weekly intern trainings and coaching (logistics training, pre-project planning meetings, meeting service project goals etc.)
- Manage and train teen interns to ensure impacts of CR service projects and learning objectives are met
- Coordinate partnership and service project deliveries of goods or services with the benefitting community partner, including review of partnership agreement. (Manna Food Bank, Pensacola Human Society, Autism Pensacola, Gulf Coast Kids House, Big Brothers and Big Sisters, CA Weis Elementary, Pace Center for Girls, Legal Services, and Boys and Girls Club.)
- Recruit and schedule community partners to conduct intern exit interview evaluations after service project goods or services are delivered
- Complete letters of recommendations for all interns and CR members upon request
- Assist with running CR center hours, service projects and leadership development everyday
- Develop or improve curriculum components (facilitators guide, calendar, materials and evaluation) in the areas of leadership development
- Ensure that all teens complete a resume through the CR curriculum
- Assist the Executive Director with the office management of the Center

Marketing/Branding/Public Relations/Press Releases/ Social Media/Parent Communication

- Develop, implement and maintain year-round marketing/branding and communication strategies to promote broad support and understanding of the CR.
- Create and manage the social media plan to keep the community, parents and teens engaged
- Reach a specific number of the public through media (TV, radio, newspaper and social media)
- Develop an effective CR messages for teens and parents that includes newsletters, postcards and membership updates.
- Managing bi weekly newsletter for parent communication
- Manage website and Facebook content

Manage CR's signature Fundraiser BooDash 0.5k

- Oversee the administrative activities concerned with the BooDash 0.5k
- Recruit Volunteers for the event
- Work with BooDash Fundraising committee to implement event
- Reach fundraising goals by runner participation
- Oversee logistics of the event with the assistance of the fundraising committee
- Ensure the event is marketed to the public
- Thank major sponsors and partners

All CR Staff:

All staff (1) screen and assist with phone calls, (2) attend weekly staff meetings, (3) attend agency functions as required, (4) Assist in the administrative activities concerned with: Special events, promotions, fundraising, production of materials, mailings and resource data, (5) Prepare materials including, but not limited to correspondence, notices, minutes, mailings, as requested. (6) are responsible for providing exemplary customer service relating to membership (teens, parents, funding partners, etc. (7) for ensuring and increasing member participation. (8) bi monthly trainings on CR service projects with curriculum improvements

CR Portal-All staff: (1) Check in teens at the CR center on the CR portal system to track hours (2) Track CR teens to ensure minimum membership requirements are met on the portal system (3) Posts and ensures accuracy of the service and leadership opportunities on the CR Portal (4) Work with Digital Galaxy to ensure the accuracy of CR membership data. As well as ensuring data is calculated and pulled in the most effective and efficient manner

EDUCATION & RELATED WORK EXPERIENCE	
Education Level: (minimum & preferred educational requirements necessary to perform this job successfully)	
Four-year college degree or equivalent, secretarial/administrative experience a plus. Background in child/human development, psychology, or non-profit studies preferred.	
Years of Related Work Experience : (minimum & preferred related work experience necessary perform this job successfully)	
1-3 years related experience required Experience in marketing and working with teenagers is required.	

SKILLS AND KNOWLEDGE		
	Required	Preferred
A strong command of computer skills (Outlook, MS Word, Excel and PowerPoint) is required.	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, Board, community volunteers, donors, etc	X	
Demonstrated ability to meet deadlines and work under pressure	X	
Experience in marketing, social media, public relations and event planning	X	
Must be able to answer to multiple demands from multiple directions simultaneously without expressing frustration.	X	
Able to exercise judgment regarding matters of significance.	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	
Demonstrates desire to work in teen development	X	

EQUAL EMPLOYMENT OPPORTUNITY

Chain Reaction provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, gender, gender identity, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

AMERICANS WITH DISABILITIES ACT

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

CERTIFICATES, LICENSES, REGISTRATIONS

All employees are required to submit to background screening checks which include fingerprinting, state check, local check, motor vehicle record checks, drug testing and abuse registry checks. Satisfactory completion of these selection tests is required as a condition of employment. Employee must hold a valid driver's license and show proof of the minimum required automobile insurance coverage.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the required functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.