



Position Available
Notice Date: December 19, 2011

Job Title: Fresno Bridge Academy Program Manager
Salary Range: \$50,000 + benefits
Date Available:
Status: This is an at-will, full-time, non-exempt position with full organization benefits. Continuation of employment is contingent upon project funding and employee's performance.
Requirement: College degree and related experience
Deadline: Open until filled
Email resume and cover letter to: Vong Mounoutoua
jobs@readingandbeyond.org

Job Description
Fresno Bridge Academy Program Manager

POSITION ROLE:

Under the direction of the Administrative Manager, the Program Manager will be responsible for managing the Bridge Academy program. The Program Manager is responsible for planning, developing, implementing and evaluating program goals, policies and procedures. This is accomplished through consultation with management staff and by directing subordinate staff responsible for executing activities essential to day-to-day program operation.

The overall purpose of Reading and Beyond's Bridge Academy Program is to assist and empower participants towards self sufficiency through holistic and comprehensive means. The goal is help under-qualified, job-seeking parents/adults increase their job skills through participating in a job training program and ultimately help them secure permanent employment. Additionally, the Program Manager will assist subordinate staff in helping participants find additional resources to help overcome barriers that may prevent participants from being able to secure and sustain employment (i.e. childcare, transportation, family support, etc) .

The Program Manager is crucial to the success of the Bridge Academy. This position requires a high-energy individual with an entrepreneurial and team spirit plus a passion for education. Successful candidates will be innovative leaders.

RESPONSIBILITIES: (The information listed below is meant to serve as samples of job duties and responsibilities. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.)

1. Plans, organizes and coordinates the activities of the program.
2. Consults with senior management regarding policies, procedures, personnel matters and case work problems.
3. Confers with and advises subordinate staff regarding program policies, problems, procedures and needs.
4. Directs program activities and staff.
5. Assists subordinate staff in resolving complex and technical case problems, eligibility determinations and other issues according to statutes and funding policy.
6. Prepares or reviews correspondence and records; prepares complex and sensitive analytical and statistical reports.
7. Participates in long-term planning and recommends policy and procedure improvements to meet changing operational requirements and funding changes. Reviews, analyzes and interprets funding regulations; confers with supervisors regarding legal and operational requirements of legislation and regulations.
8. May conduct studies to determine initial feasibility of adopting new or modified systems and procedures.
9. Plans, evaluates, and conducts staff development sessions, meetings and conferences.

10. Interviews complainants and makes adjustments if appropriate consistent with program and agency policies and procedures.
11. Represents the program in meetings with commissions, committees, community and regulatory agencies and other public groups.
12. Coordinates program operations with other Reading and Beyond programs, outside agencies, and public and private organizations.
13. Develops, plans and coordinate all facets of program, including but not limited to recruitment, case management, wrap-around services, workshops, and retention.
14. Conduct outreach activities to engage new referral sources and participants.
15. Network with other providers/organizations to generate community resources for participants.
16. Conduct tours of the Fresno Bridge Academy “storefront” for interested potential participants.
17. Other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor’s Level with at least one year experience preferred in Human Services, Vocational Rehabilitation, Counseling, Social Work or relevant area preferred.
2. Exceptional time management skills, report writing ability, familiar with Fresno area providers and resources.
3. Bilingual strongly preferred.
4. Experience with job placement processes.
5. Excellent community-building and communication skills: written, verbal, and interpersonal.
6. Ability to encourage and motivate others.
7. Preferred experience with at-risk populations, including low-wage earners, individuals with disabilities, working families and others preferred.
8. Minimum two years experience working with parents and demonstrated knowledge of academic, social, and cultural need of disadvantaged families.
9. Experience with the welfare system preferred.
10. Experience in planning and conducting case management.
11. A strong ability to work independently, multi-task, and set priorities to accomplish various instructional and operational tasks.
12. Strong problem-solving, and judgment skills.
13. Competency/experience with PC systems and standard software (Microsoft Office: Outlook, Word, Excel, PowerPoint, etc.) and Internet skills.
14. Demonstrated administrative experience including excellent organizational skills, work with a high degree of accuracy, and a willingness to adapt to changing situations.
15. Candidate must demonstrate flexibility in working with others.

KNOWLEDGE, SKILLS/ABILITIES TO:

1. Knowledge of principles and practices of program and personnel administration.
2. Knowledge of principles of management, including planning, organizing, staffing, directing and controlling staff.
3. Knowledge of grant development and administration.
4. Knowledge of automated information processing systems and databases;
5. Knowledge of case work objectives, principles and methods.
6. Plan, organize and manage assigned program(s).
7. Select, motivate and evaluate staff and provide for their training and professional development.
8. Identify operational problems and implement effective resolutions.
9. Analyze complex regulatory and administrative problems, evaluate alternatives and adopt effective courses of action.
10. Present ideas and complex material clearly, concisely, logically and persuasively both verbally and in writing.
11. Exercise sound, independent judgment within policy guidelines.
12. Establish and maintain effective working relationships at all organizational levels, with other agencies and the public.
13. Demonstrate leadership/business insight; integrate new ideas and contemporary approaches.
14. Maintain a high degree of maturity, integrity, loyalty, accountability, and good judgment.

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 essential functions. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Other work conditions include:

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects.
- Physically able to participate in training sessions, presentations, and meetings.
- Some travel may be required for the purpose of meeting with clients, stakeholders, or off-site personnel/management.

SPECIAL REQUIREMENTS:

- The candidate must have reliable transportation and maintain updated license and insurance at all times
- All Reading and Beyond staff is required to submit to a background check and TB test.
- Candidate must be available to work evenings and weekends as needed.

BENEFITS:

Note: Reading and Beyond maintains the right to alter the level of benefits with appropriate notice.

A. Paid Time Off	0-2 years - 28 days per year 2-4 years - 33 days per year 4-6 years - 38 days per year 6 + years - 48 days per year
C. Medical, dental, and vision insurance	Your premium will be paid by the Reading and Beyond up to \$400 per month. Dependents may be covered at your expense through payroll deduction.
D. Retirement	Reading and Beyond 401(K) Plan; Reading and Beyond matches up to 4% of your annual compensation.

Reading and Beyond is an Equal Employment Opportunity Employer.