

Everybody Wins! Vermont

Program Manager Job Description

The program manager is responsible for hiring, supporting, and supervising Everybody Wins! site coordinators in the daily and administrative functioning of their program sites, ensuring that program sites meet Everybody Wins! guidelines in accordance with national mentoring standards.

Specifically, s/he will:

- Advertise, review applications, and interview potential site coordinators. Make hiring decisions with the support of the executive director.
- Provide encouragement and support to site coordinators.
- Supervise site coordinators and track site data.
- Ensure that programs meet Everybody Wins! standards
- Provide program data and information to the executive director as needed.
- Support and attend program events.
- Collaborate with other program managers and administrative staff to develop systems and processes to support the smooth operation of Everybody Wins! program sites and consistent communication between sites and the main office.
- Support the director in planning and leading statewide site coordinator meetings 3 times yearly; plan and implement two regional coordinator meetings.
- Assist in planning and implementing Everybody Wins! promotional events.
- Stay abreast of mentoring program research and help implement desired improvements.
- Connect regionally with nonprofit partners & other mentoring programs.

Qualifications:

- Experience working with children and adults
- Kind, clear, strengths-based interactions
- Strong written and verbal communication skills in diverse situations
- Able to adapt to different communications styles & needs
- Collaborative and team-first disposition
- Excellent judgement and problem-solving skills
- Flexibility to adjust to changes in schedule and program needs
- Familiar with and passionate about mentoring; enthusiastic about children's literature and Everybody Wins!
- Organized and computer literate: comfortable and knowledgeable in Microsoft Office Suite and Google Suite. Dropbox and the Vermont Mentoring Database a plus.
- Experience as an Everybody Wins! site coordinator preferred but not essential

Position Logistics

- 20 hours per week year-round. Flexible schedule to meet the needs of coordinators in their region.
- Requires regular travel to multiple Everybody Wins! sites

- Accrues 2 weeks annual PTO starting at date of hire; accrued PTO can be accessed after a 90-day trial period; PTO rate increases with longevity. 6 paid set and 4 floating holidays per year (.20 of regular work week).
- \$17-\$22/hour depending on experience & qualifications