



Job Title: Education Program Manager
Department:

Reports to: Executive Director, and Assistant Director, Morgan County Family Center

Pay Rate/Range: \$25-\$26.25 per hour
Employment Class: Full-time

Work Days: Monday through Friday with occasional weekend hours
Customary Hours: 8:00 AM to 5:00 PM with occasional evening/weekend hours

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Position Summary This program oversees the programs and development of programs that support the Morgan County Family Center. The program manager will be responsible for overseeing current Morgan County Family Center programs including but not limited to Essentials for Childhood, Hunger Free CO, Energy Outreach CO, Colorado Refugee Services Program, Social Security Navigator and Cooking Matters programs. The program manager will be responsible for overseeing program budgets, management of staff as it pertains to the program as well as be responsible for any reporting expectations for the programs.

Duties & Responsibilities

To work cooperatively and collaboratively with Morgan County agencies, institutions, and businesses to assess needs of Morgan County families and develop necessary services, programs or other resources that support all families leading to self sufficiency. Services, programs, and resources would include, but are not limited to issues such as:

- Assist in the development and delivery of educational programs
- Supervision of Parents as Teachers
- Supervision of Family Leadership Training Institute
- Supervision of Nurturing Fatherhood and Parents Forever Classes

Some of the primary duties include:

- Organizing daily activities based on the goals of the assigned programs.

- Working with the assistant and executive directors to develop budgets and plans for the assigned programs.
- Evaluating and assessing the program strengths and weaknesses
- Monitoring projects to ensure that the goals are met
- Meeting with stakeholders to discuss program status and goals.
- Working on marketing as appropriate to support the assigned programs.
- Monitor and develop budget based on funding available for programs being managed
- Provide support and direction to program staff specific to resources and data collection needed to support the programs.
- Work on special projects and reports as needed.
- Other duties as assigned.

Skills

- Knowledge of community needs.
- Excellent organizational skills, especially with the budgets, evidence based program requirements.
- Ability to work with staff on an individual basis and in groups.
- Excellent verbal and written communication skills.
- Excellent customer service skills with a professional demeanor and networking skills.
- Ability to work independently without close supervision.
- Intermediate to advanced computer skills, including but not limited to Microsoft Office products.
- Proficiency in English and Spanish or English and Somali preferred.

Other Duties as Assigned

Job Requirements Education and Experience:

- Bachelor degree in Business, Finance, Human Services or other related field of study **OR**
- Three to five years of experience in human services and knowledge of the community needs.
- Required to obtain certifications as necessary for specialization
- Must be willing to obtain certifications and attend conferences. · Valid driver license, current auto insurance and reliable transportation is required.