



Program Manager

Job Description (Summary)

The Program Manager will report to the BSCCA Board of Directors and is primarily responsible for planning, organizing, and implementing all activities under the various contracts and programs that promote the organization's mission and goal.

Responsibilities

The Program Manager's main role is to foster connections among community residents and organizations. They will supervise the Program Coordinator/Connector to ensure that project goals align with BSCCA's mission. The Program Manager will also support the finance committee in preparing and managing program budgets.

Work Hours, Benefits & Location

- Budgeted Pay Range: \$25 -\$30 hourly (salary commensurate with experience)
- This position offers medical benefits and will require some evening and weekend work.
- Primarily situated at NAC Office, 3000 'D' W Master St, Philadelphia PA 19121.

Activities and Programs:

- Foster communication with diverse stakeholders, including government officials, law enforcement, and social service agencies.
- Serve as a community liaison, disseminating information about programs and events for increased engagement.
- Plan and execute community activities to enhance resident involvement and neighborhood cohesion.
- Represent the organization at public events, meetings, and conferences.
- Evaluate and optimize the impact of community outreach initiatives.
- Manage volunteer recruitment and training for outreach, meetings, and events.
- Ensure timely invoice submission and contribute to program budget preparation.
- Generate and submit reports on program milestones according to established schedules.
- Maintain accurate records of expenditures, event attendance, and follow-up actions.
- Fulfill additional responsibilities aligned with BSCCA's mission and vision.

Education and Experience Requirements:

- Bachelor's degree in community organization, social services or a related field
- 3-5 years of professional experience in community outreach, marketing, or a similar role.
- Successful development of grant proposals, to secure funding for various community initiatives is highly desirable.
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook) and Adobe Acrobat
- Proficient in virtual meeting platforms (Zoom, Microsoft Teams and Google Meet)

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. This job description may change because of instructions from the funder, the amount of funding and/or at the beginning of the contract year.

About the Brewerytown/Sharswood Civic Association (BSCCA)

The Brewerytown Sharswood Community Civic Association believes in the power of community. The association is devoted to maintaining and furthering the community's civic, recreational, economic, educational and cultural aspects. It's our mission to initiate revitalization and improvement of the quality of life for Brewerytown/Sharswood residents. As an employer, Brewerytown Sharswood Community Civic Association values inclusion, integrity, innovation, empowerment, and hard work. If you're interested in working with a passionate team of people who care about their community, please read.