



JOB DESCRIPTION

Program Manager, Youth Empowerment

JOB TITLE: Program Manager

DEPARTMENT: Youth Empowerment

LOCATION: Oakland, California

ACCOUNTABILITY: Director, Youth Empowerment Initiatives

JOB SUMMARY:

The Banking on Our Future (BOOF) program is Operation HOPE's premier classroom and interactive delivery system for financial instruction for youth in grades 4 through 12. Using a growing network of trained HOPE Corps Members (Volunteers), BOOF provides inner-city youth with the tools necessary for taking control of their financial future.

HOPE Business In A Box Academies (HBIABA), powered by the Gallup-HOPE Index, is a national initiative carried out by Operation HOPE to harness the economic energy of youth and bring positive business role models into underserved communities. The goal of the initiative is to reconnect the power of education to the power of aspiration, spurring local job creation, spiking local GDP growth, and therein insuring the future prosperity of our students and our nation.

The Program Manager coordinates the programs in their region, which includes building partnerships with schools and recruiting and training volunteers to deliver the programs.

DUTIES AND RESPONSIBILITIES

Primary duties include, but are not limited to:

- Market the programs to local entities of all sorts to establish BOOF and HBIANA as the premier programs in the defined geographic area
- Establish and manage relationships with corporations, financial institutions, networking and alumni associations, universities, political, education, and community groups for the advancement of the programs
- Establish and maintain working relationships with the local public schools system(s) and participating schools and community based organizations throughout the given market
- Recruit and train volunteers
- Schedule and coordinate classroom sessions with HOPE Corps Members and teachers and/or other site contacts to conduct the BOOF and HBIABA program modules
- Work with the Director to establish and reach goals for students educated and volunteers recruited annually
- Accountable for reaching monthly/quarterly/annual goals
- Coordinate activity to execute periodic special events
- Continually enhance program effectiveness
- Program and relationship management

- Other duties to be assigned as they arise

SKILLS

Adaptability, flexibility, administrative skills, analysis, control, delegation, diagnostic, interpersonal relations, leadership, learning ability, motivation, persuasiveness, planning and coordination ability, personally well organized, presentation, resilience, safety, subordinate development, ability to communicate effectively both verbally and in writing, attention to detail, cooperation, decision-making, energy, independence, information retrieval, initiative, integrity, organization, professionalism, stress tolerance, verbal fact-finding, high work standards.

EDUCATION & EXPERIENCE REQUIREMENTS

- Bachelor's degree required
- Minimum 2 years work experience preferably in education, nonprofit sector, and/or financial industry
- Experience in marketing and/or sales preferred
- Presentation skills: The right candidate has the ability to conduct group and individual recruitment and training sessions for volunteers and for schools
- Experience managing a volunteer program: Recruiting, training and managing volunteer relationships a plus
- Multitask oriented: The right candidate has the ability to begin, manage and complete several projects and program relationships at one time
- Basic computer literacy a must: Minimum proficiency in MS Word, Excel and PowerPoint. Database experience preferred.

INTER-RELATIONSHIPS

Ability to interact with all levels within a corporate environment. Maintain a positive and professional attitude in all settings.

WORKING CONDITIONS

Normal office environments, ability to walk, stand, sit, and talk on the phone for long periods of time in a professional manner. Flexibility with schedule, able to work on weekends. Ability to work outside the office in the field and to coordinate and facilitate classes/trainings/events throughout the region. Access to personal transportation that will allow them to travel within the designated market.

NEEDED ATTRIBUTES

Ability to effectively manage, deliver, and grow program. Have critical thinking and be self-motivated. Willing to modify plans and behavior when necessary to meet a goal, takes time to help customers and others achieve their goals and assignments. Have resilience, integrity, and flexibility. Interest in public contact, public speaking, education, community outreach, communication of plans and ideas.

EEO STATEMENT

Operation HOPE is an Equal Opportunity Employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information or any other characteristic protected by law.