



True North Youth Program

Navigating Opportunities for Teens

Program Manager

Job Description

Overall Purpose

Assist the Executive Director and Program Coordinator with weekly program planning and implementation.

Responsibilities

- Support for the TMHS after school tutoring program, held every Wednesday throughout the academic year.
- Help facilitate regular programming in Norwood and the West End.
- Engage with volunteers and assist with volunteer outreach and scheduling.
- Implement outdoor activity programming through outreach to community members and outfitters, create new exploratory outdoor education experiences, plan and advertise for upcoming trips, enroll student participants.
- Help maintain ongoing projects and community relationships.
- Collaborate with staff in facilitating the college access program by assisting students that are seeking academic, college and career support.
- Collaborate with community members and other nonprofits for program planning.
- Conduct student and parent outreach through emails, texts, calls and social media.
- Maintain organizational and program record keeping through Google drive.
- Attend and participate in program meetings, community meetings, board meetings, relevant training and events.
- Foster relationships with the students through one-on-one academic help, support and outreach for all program events.

Requirements

- Must be at least 21 years of age.
- Previous experience working with youth.
- Excellent organization, leadership, and communication skills.
- Ability to work with diverse populations.
- Current driver's license and reliable transportation.

Preferences

- Specific experience working with teens and in community-based organizations.
- Spanish language skills.
- Bachelor's Degree + non profit experience.

Reporting

- The Program Manager reports to the Executive Director and collaborates with other team members.

Terms

- \$20-23/hr DOE
- 20-32 hours/week with opportunity to grow into full time with benefits