



On a mission to succeed

Job Title: **PROGRAM MANAGER**
Salary: \$25 per hour Part-time 20 hrs.
Reports to: Co-Executive Directors
Type: Part-time (20 hours) 9 am – 5 pm. Some weekend and evening work is required.

How to apply: Submit a cover letter and resume info@fastfathersandsonstogether.org with your name and Program Manager in the subject line.
This position will remain open until filled.

Fathers and Sons Together are looking for a Program Manager to join our team and play a crucial role in supporting the organization's work. Our work is centered on prevention vs. intervention. We are a youth development organization that focuses on family development, providing guidance, support, and nurture to families, specifically those of color. We promote lifestyle changes that support improved educational outcomes, improved health, and wellness. Furthermore, participants make better decisions while inspiring community advocacy and engagement from youth and parents alike.

What you should know about Fathers and Sons Together

Studies show that children who enjoy the support of an active father figure display better decision-making skills, are more likely to achieve academically, and do better in the workplace as adults—all of which contribute to the lowered risk of involvement in the criminal justice system.

FAST seeks to aid in creating these bonds by supporting fathers to be present, positive, and active, positioning our youth to become active and able participants in community life as they reach adulthood. Our focus: Education, Health & Wellness and Positive Social Change

Essential Job Functions:

POSITION OVERVIEW:

The Program Manager will oversee and coordinate FAST programs and activities, ensuring that each program achieves organizational and project-specific goals. They will coordinate team members across each program, developing a system that will successfully implement, support program recruitment, and support partnership development.

Responsibilities:

- Coordinating and organizing programming based on organizational goals
- Implementing new programs that support FAST's objectives
- Helping develop sustainable goals
- Working closely with other departments to develop budgets and program planning
- Reviewing strengths and weaknesses of current programming
- Regularly reporting program progress to stakeholders
- Working closely with fundraising and marketing teams to improve effectiveness and strategy

Desired Qualifications:

- Professional written and verbal communication skills
- Experience managing a budget
- Teamwork management in a fast-paced environment
- Organizational and multitasking skills
- Ability to manage and schedule tasks effectively with a fast turnaround

DISCLAIMER: The statements contained in this job description are not necessarily all-inclusive; additional responsibilities may be assigned, and requirements may vary from time to time. Fathers and Sons Together is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory regarding race, gender, religion, age, national origin, disability, veteran status, or sexual orientation. People of color, LGBTQ individuals, and women are encouraged to apply.