



JOB ANNOUNCEMENT

JOB TITLE: Program Manager
PROGRAM: Rainier Beach Family Center
SUPERVISED BY: Associate Director
SALARY: \$3,916.66 - \$4,250.00 per month DOE
EMPLOYMENT STATUS: Full-time, exempt

BASIC RESPONSIBILITIES:

Under the supervision of the Senior Youth and Family Services Program Manager, the Rainier Beach Family Center (RBFC) Program Manager is responsible for the management and development of the Rainier Beach Family Center. Primary responsibilities include program planning and development; site management, staff supervision and development; community networking; establishing and maintaining collaborative relationships; marketing/public relations; monitoring program operations; and evaluating program services.

GENERAL EXPECTATIONS:

- Support and comply with the values, policies, and practices of Atlantic Street Center.
- Work as part of the Management Team, RBFC Team, Youth and Family Leadership Development Team and agency teams.

SPECIFIC DUTIES:

1. Ensure that program and financial goals are met
2. Ensure that the professional development and training needs of staff members are met in accordance with established policies, agency expectations, funding rules, and/ or state law.
3. Actively evaluate overall program performance on a regular and ongoing basis and use collected information to make needed improvements.
4. Actively pursue, develop and/or participate in new initiatives to expand programs and services in response to identified needs in the community and mission goals of the agency.
5. Actively monitor staff members' professional development in accordance with agency expectations and government rules.
6. Actively participate in the hiring, orientation and professional development of staff members.
7. Actively monitor accuracy and completeness of data in all ASC databases in accordance with agency rules and expectations.
8. Actively promote ASC and our programs with our community partners and the community at-large to assure high visibility, maximum cooperation, high quality services, contract compliance and further program development. Ensure outreach and public relations to promote Rainier Beach Family Center

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of the dynamics in multi-problematic families (abuse, neglect, domestic violence, chemical dependency), the effects on its members, and effective treatment methods
- Strong knowledge of family support principles and experience of applying them in programs and services
- Solid experience in successfully managing programs (including service planning and execution, contract and budget development, staff guidance, training and development)
- Strong organizational skills managing complex tasks associated with providing services under multiple contracts with different expectations, requirements, and outcomes
- Solid communication (written and oral), collaboration and intervention skills
- A sense of humor and a positive attitude that permeates stress and adversity
- Demonstrated ability to perform work in a professional manner and in compliance with professional and ethical boundaries set forth in the WAC and the standards of recognized professional organizations

MINIMUM QUALIFICATIONS:

EDUCATION: BA in related field required. MA in related field preferred.

EXPERIENCE: Minimum of three years of supervisory and program management experience required. Two year paid or volunteer experience with a non-profit organization required.

WORKING CONDITIONS:

- Position requires driving your own vehicle whenever necessary to meet program needs. A valid Washington State driver's license is required. Must be able to obtain approval from ASC's car insurance to drive agency van, or provide your own vehicle and car insurance. Driving time should not exceed 15 - 20 % of workweek.

TO APPLY: Qualified candidates should submit a resume and cover letter that clearly states how you meet or exceed the minimum qualifications. Submit materials by mail, fax, or e-mail to:

Human Resources
Atlantic Street Center
2103 South Atlantic Street
Seattle, WA 98144
Fax (206) 329-2717
jobs@atlanticstreet.org

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