

Faithbridge Church

Position Description

Position Assignment:

Title:	Programs Manager (Bilingual)
Recruited By:	Executive Director/Director of Programs
Staff Grade:	Part Time (25 Hours)
Accountability:	Director of Programs
Ministry/Dept.:	Bridging For Tomorrow

Summary of Position: The Programs Manager will assist the Director of Programs with the planning, implementation, and execution of the various programs that impact families in the community.

Purpose: To provide ministry excellence, with the right heart attitude, offer support to the organization and maintain accurate records. In doing so, the mission and vision of Bridging For Tomorrow can be carried out at all times.

Duties & Responsibilities:

1. Community Programs

- Assist with case management of clients and suggest appropriate resources utilizing our Pieces database
- Manage & facilitate various adult classes such as ESL classes, parenting classes, support groups, nutrition and fitness classes, and other groups as needed
- Support youth programs, particularly in engaging the parents as needed
- Maintain accurate and up-to-date records of all program participants
- Provide regular and ongoing evaluation for each area of program involvement
- Procure supplies and materials as needed for the various community programs
- Support all Community Programs initiatives, including but not limited to: food pantry, counseling, community resources, adult classes, and youth programs
- Intentionally engage in building relationships with community members, team members, and volunteers
- Participate in community and school events which requires speaking on behalf of BFT programs and resources we provide to the community
- Actively participate in team meetings, contributing feedback and ideas to continually evaluate the effectiveness of our efforts in accomplishing our mission

2. Promote BFT and its mission, acting as an ambassador, for the purpose of recruiting volunteers, partners and investors to engage in our community development efforts.

3. Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Director of Programs.

4. Attend scheduled staff meetings (usually monthly) and occasionally other meetings as directed by supervisor(s).

5. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. Other responsibilities could be discussed and assigned by the Director of Programs or the Executive Director. This position will be reviewed biannually each fiscal year.

Skills and Educational Requirements:

- Bilingual in English/Spanish, both spoken and written, preferred
- College degree preferred, preferably in education, community development or human services
- Experience working in family services and/or educational services preferred
- Ability to work with persons from diverse ethnic groups, cultures, and various socioeconomic levels
- Good oral and written communications skills
- Excellent organizational skills, able to multi-task and set priorities, and comfortable with asking for help or reconsideration of priorities
- Flexible and able to work effectively under pressure and deadlines
- Able to work collaboratively with staff, volunteers and community members
- Experience working with Microsoft Office and other computer functionalities

Organization Relationship:

This position shall be directly accountable to the Director of Programs of Bridging For Tomorrow.

Working Conditions:

This is a part time position. Position is 25 hours per week. This position requires BFT office hours including evening or weekend hours.

Needed Attributes:

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, and a team player.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow by job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature: _____ Date: _____

Print Name: _____