

JOB DESCRIPTION

Job Title: Program Manager

Reports to: COO

Department: Multiple

Revision Date: 7/2021

FLSA Status: Exempt

This Job Description identifies the major responsibilities of this position. It does not include all aspects of this position such as potential additional duties assigned by supervisors and the requirements for flexibility in helping others for United Spinal Association's overall benefit. It may be subject to modification to reflect changes in requirements or functions of the position.

PURPOSE

Lead Pathways to Employment, Ready to Roll emergency preparedness and VetsFirst programs including executing new initiatives, managing existing resources, consultants and grant fulfillment requirements and assist with other programs as needed.

QUALIFICATIONS

- Minimum three (3) years of experience in successful program management or any combination of training and experience which would provide the required knowledge and abilities to perform job functions.
- Experience working with diverse populations and a commitment understanding of the needs of underserved communities.
- Ability to interact with the public, community organizations, government and social service agencies.
- Excellent written and verbal communication skills, including the ability to communicate with diverse audiences and conduct presentations.
- Excellent interpersonal, communication (both verbal and written) and organizational skills
- High proficiency in MS Office Applications (MS Word, MS Excel, MS Outlook, MS PowerPoint, MS Teams).
- Demonstrated sound judgment, initiative and discretionary abilities.
- Must demonstrate cultural competency.
- High degree of integrity, professionalism, and punctuality.
- Bilingual a plus.
- Demonstrated excellence in engagement and mobilization.
- Outcome and results oriented.
- Demonstrated professional experience with and working knowledge of paralysis, including spinal cord injuries and disorders.
- Experience with grant writing, cost control, budgeting, event planning and project management preferred
- Must be willing to travel occasionally.

EDUCATION

Bachelor's Degree, Master degree a plus

DUTIES & RESPONSIBILITIES

Pathways to Employment

- Manage day to day operations of Pathways to Employment program including coordinating initiatives, overseeing consultants, communicating with participants, planning events, managing external communications and executing new elements.
- Manage Pathways to Employment resource page – including identifying additional resources and generating or requesting creation of content.
- Produce quarterly Future of Work presentations to highlight program services, share authentic member experiences and offer solutions to corporate partners looking to enhance their workforce with people with disabilities.
- Ensure program and outreach includes strategic outreach to underserved communities. Coordinate with Development department to identify funding opportunities, craft proposals, report on activities, and provide program data.
- Work closely with Resource Center, Peer Mentoring, Chapter Network and Tech Access Initiative programs to identify opportunities for collaboration and program enhancement.

Ready to Roll - Emergency Preparedness Program

- Manage day to day operations of Ready to Roll emergency preparedness program including coordinating supplies, ensuring grant objectives are fulfilled, coordinating training and executing new elements.
- Manage Ready to Roll resource page – including identifying additional resources and generating or requesting creation of content.
- Coordinate Ready to Roll kit supply procurement, identify recipients, and ensure distribution is executing successfully.
- Work closely with Development department to identify funding opportunities, craft proposals, report on activities, and provide program data.
- Work with COO to ensure components of current program grant are fulfilled timely and successfully.
- Ensure program and outreach includes strategic outreach to underserved communities.

VetsFirst

- With leadership and VetsFirst staff, develop and execute new programing for veterans with paralysis.
- Coordinate with Development department to identify funding opportunities, craft proposals, report on activities, and provide program data.
- Work closely with Resource Center, Peer Mentoring, Chapter Network and Tech Access Initiative programs to identify opportunities for collaboration and program enhancement.
- Ensure program and outreach includes strategic outreach to underserved communities.

Other duties

- With leadership, devise new programs that support the organization's objectives.
- Identify trends and unmet needs in the community of people with paralysis.
- Present and report on program activities internally and externally.

- Identify opportunities for program promotion and collaboration.
- Assist with special events (Roll on Capitol Hill, Chapter Leadership Meeting, etc.) as needed.
- Other duties as assigned.

Salary \$60,000

Resumes can be submitted to jobs@unitedspinal.org

Deadline for submission is 8/3/2021