

Program Manager

Job description

Safe Haven Education Center's mission is to meet people where they are and to teach them the knowledge and skills necessary for them to move forward in a positive direction. SHEC is seeking an experienced Program Manager to manage and implement our Teen Pregnancy Prevention educational programs consistent with the policies of SHEC and the priorities of the Sexual Risk Avoidance Education grant. The Project Manager is a resourceful, detail oriented, and collaborative team member with excellent project, community and people management skills. This individual is responsible for managing all aspects of the education implementation process including planning, budgeting, teaching, managing and evaluating programs. They will also have direct supervisory responsibility for educators and contractors. They are expected to deliver the REAL Essentials curriculum throughout Louisiana. Hours for this position are mainly Monday-Friday 9am to 4pm (hours are flexible) but the person will have to teach on the weekends when we have a program. Travel and lodging will be provided.

Estimated Percentage of Duties

Teaching - 25%

Business Development/Outreach - 25%

Employee Management - 20%

Education Coordinating - 15%

Data Collection/Evaluation - 5%

Meetings and Reports - 5%

Integrator Duties - 5%



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Duties:

- Develop relationships with potential participants and other community partners and colleagues to explore and guide objectives, activities, cohort components, and design concepts before finalizing program design.
- Manage employees by providing appropriate direction and ongoing feedback, delegating tasks, prioritizing work, and conducting performance reviews
- Oversee the Outreach and Marketing process and progress
- Lead weekly grant project meetings and provide updates on grant project status, next steps, and recommendations
- Complete weekly client/project status briefings for Executive Director
- Collect, input, and analyze research and data and follow-up with team
- Develop and manage deadline-based checklists based on education programs
- Communicate effectively and respond to email in a timely fashion
- Coordinate the communications schedule and set up community partner meetings
- Create templates for community partners (letters, Memoranda of Understanding, etc.)
- Monitor majority of grant materials and request changes to ensure that they strictly adhere to funder requirements
- Coordinate quality control checks and review all education program materials
- Serve as a trainer, facilitator, or educator when appropriate.
- Attend webinars and trainings and report findings back to team
- Keep the team up-to-date on project progress, and report any delays in a timely fashion
- Effectively deliver SRAE lessons to high school students and healthcare, education and youth-serving professionals.
- Conduct outreach activities, including but not limited to participating in health fairs and informing community members about sexual health and agency services.
- Keep current in the field of Teen Pregnancy Prevention.
- Establish and maintain effective working relationships.
- Travels throughout the service area as required to cover education programs and attend department meetings.
- Attend meetings and positively represent the agency at community meetings and events.



- Demonstrate an understanding of and commitment to workplace values of safe Havynn, life-long learning, kindness, and responsibility.
- Performs other duties as assigned in support of mission and as required to ensure delivery of consistent high quality services.

REQUIREMENTS:

- Bachelor's degree, in Public Health, Health Education, Education or related field, or equivalent education and work experience.
- Commitment to the organization's mission, vision, and values, which includes an understanding of and commitment to racial, social, and economic justice.
- At least 5 years of experience in program management and employee management
- Broad-based knowledge of teen pregnancy prevention required.
- Ability to engage multiple stakeholders whose needs and experiences vary in support of a shared goal; able to manage a variety of activities that support individual organizational and leadership development while also building cross-organizational relationships.
- Previous experience with capacity building, adult learning, and educational programs is highly desirable.
- Love of learning and curiosity about emerging issues and research affecting adolescents.
- CHES or ASSECT certification or in the process of obtaining certification is preferred
- Team player with strong interpersonal skills.
- Ability to multitask.
- Must pass background and drug screening.
- Person must be respectful, kind, tolerant, responsible, culturally competent, and have a positive attitude.

Job Type: Full Time

Salary: \$45,000-\$55,000

Job Types: Full-time



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Schedule:

- Monday to Friday
- Weekends (when working weekends, person selects which 2 days during the week they are taking off).

Education:

- Bachelor's

Our Core Values

At Safe Havynn Education Center, we are in the business of empowering and educating teens and young adults throughout Louisiana, which requires dedication and a shared vision. As we work towards our mission of teaching teens and young adults life skills, while remaining free of judgment, we use our core values to guide how we run business and treat each other.

Life-Long Learning

We encourage our students and educators to never stop learning and sharing their knowledge. Once you learn, teach.

Safe Havynn

We meet people where they are, as they are and hold a safe space for them to be themselves. Our students go through things most people can not fathom. We will be a safe place that doesn't judge or shame anyone for any of their decisions.

Kindness

We uplift students by having a positive attitude and an inherent want to support them. We will not burden our students, ever, so we must use kindness in everything we do.



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Responsibility

We strive to make and encourage healthier decisions: spiritually, mentally, emotionally, physically, financially, and sexually. Additionally, it's our responsibility to provide a safe, fun, and engaging educational experience to teens, young adults, parents, and professionals; we do not take that responsibility lightly.

If interested, please email your resume/CV and a cover letter listing your strengths and how you would be an asset to our organization, mission, community partners, and students. Send to arial@safehavynn.org with "Program Manager Application - Name" in the subject line.



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