



**JOB TITLE:** Special Programs Manager (SPM)  
**DEPARTMENT:** Program  
**REPORTS TO:** Director for Programs  
**SALARY:** \$42,000 (Full-time/Exempt) includes full benefits upon completion of probationary period.

**JOB DESCRIPTION:** This is a unique position for a creative and self-motivated, well organized individual who enjoys the opportunity to develop programs for delivery. The SPM will manage the BGCGS 21<sup>st</sup> Century Community Learning Center programs, and Greater Santiam Youth Works. Additional special programs may be assigned. This position is included as part the organization's leadership team, and is grant dependent.

**DUTIES & RESPONSIBILITIES:**

- Be thoroughly familiar with approved and/or revised grants, budgets, and budget narratives.
- Assure adherence to approved and/or revised grant, budgets, and budget narratives.
- Assure that special grant programs are delivered in a manner that supports grant required outcomes.
- 21<sup>st</sup> Century:
  - Coordinate and manage personnel at all sites – including BGCGS employees and independent contractors
  - Develop program delivery plans and activities for sites
  - Complete all grant required data entry and reporting
  - Attend all grant required trainings and meetings
  - Build relationships and partnerships in the community that support program enrichment and sustainability
  - Develop advisory groups in both Lebanon and Sweet Home
  - Hold advisory group meetings at least quarterly
  - Ensure that all sites and personnel adhere to BGCGS participant policies and practices as described in the employee handbook and program participant (member) handbook
- Greater Santiam Youth Works:
  - Sustain partnerships with local school districts to benefit students
  - Develop annual plan for Greater Santiam Youth Works that includes:
    - Student Recruitment
    - GSYW Pre-employment and Career Exploration Training
    - GSYW Summer Work Crew
  - Manage and lead GSYW Summer Work Crew
  - Manage participant registration and participation information
  - Complete all grant required data entry and reporting
  - Attend all grant required trainings and meetings
- Community & Partner Relations – along with the rest of the Leadership Team, the SPM serves as a primary contact person for BGCGS, particularly as it relates to the organization's services. This can include:
  - Representing the organization when directed
  - Developing and managing collaborative partnerships
  - Establishing and maintaining mutual high impact programs and events
  - Development of neighborhood/membership Club alliances as appropriate

- Ensuring BGCGS responsiveness and responsibility to partnerships for joint planning, implementation, evaluation, reporting
- Participate as directed in fundraising and community activities
- Meet monthly with the Executive Director to provide update on activities and programs
- QUALIFICATIONS:
  - Bachelor's Degree or commensurate experience
  - Exceptional oral and written communication skills
  - Demonstrable ability to be well organized, deadline oriented, and lead project teams towards organizational goals
  - Excellent interpersonal skills and the ability to work well with various types of people
  - Working knowledge of Microsoft applications
  - A passion for the mission of youth development
  - A heart to serve the community and a desire to be part of a team that is truly making a difference
- PHYSICAL REQUIREMENTS:
  - Requires use of personal vehicle
  - Some lifting and moving of moderately sized objects
  - Employee may be required to stand or sit for extended periods of time
  - Must be willing to work extended hours and weekends as directed / necessary for program as well as for organization.

*BGCGS provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. BGCGS uses only job-related criteria in making decisions concerning applicants and employees.*