

Project Pink'd Program Manager

Job Title: Program Manager

Company: Project Pink'd Inc.

Reports To: Executive Director (ED)

Summary: The Program Manager, is responsible for leading teams comprised of both Project Pink'd staff and volunteers in completing projects by set deadlines to meet programming targets and other Project Pink'd goals. Duties include dividing up the different project tasks, advocating for additional funding/personnel when necessary, recruiting volunteers or selecting project team members from existing staff and setting or adjusting project schedules to adhere to deadlines.

The Program Manager assures daily business operations are conducted in accordance with company policies and procedures. Additional responsibilities of the Program Manager include communicating with staff, the ED, and outside vendors, making decisions, and monitoring the process to ensure project timelines are on schedule.

Must be a motivated self-starter who maintains a friendly, courteous, and compassionate demeanor at all times;

Essential Duties and Responsibilities

- Creating long and short-term plans, including setting targets for milestones and adhering to deadlines
- Delegating project tasks to staff and volunteers best positioned to complete them
- Serving as a point of contact for teams when multiple teams are assigned to the same project to ensure team actions remain in synergy
- Communicating with the ED or the board to keep projects aligned with their goals and the Project Pink'd mission

- Meets program expectations and maintains high quality standards in accordance with Project Pink'd guidelines and expectations
- Adjusting schedules and targets on the projects as needs or financing for the projects change
- Remains cognizant of current projects, continually prioritizes projects by importance, maintains effective time management skills on a daily basis, ensuring all statuses are up to date, and ensures communication is made to the appropriate personnel with their current status
- Responsible for Data Extraction required to meet and support organizational goals and needs
- Responsible for communications with breast cancer survivors
- Responsible for volunteer oversight
- Responsible for budget management of programming
- Responsible for portions of content development
- Responsible for management of programs except Helping Hand
- Responsible for vendor communications
- Responsible for promotional product orders in support of programming
- Provides coverage and performs duties and/or functions whenever ED is scheduled off, on vacation, or requests assistance
- Responsible for actively listening, establishing rapport with health care services personnel, vendors, and volunteers – thus possessing overall relationship building skills with all personnel internally and externally

- Responsible for exercising tact and professionalism when problem-solving and resolving conflicts; Maintains a willingness to take corrective actions to fix mistakes, address complaints.

Other duties as assigned.

Qualifications

Education

High School diploma or General Education Development (GED) required.

Bachelor's Degree required. Priority given to candidates with experience or emphasis in Business, Operations, Project Management.

Priority given to breast cancer survivor candidates.

Skills & Experience

Minimum of three years of project management, operations, and/or customer service experience.

Excellent computer and technical skills. Ability to be a self-starter and take initiative on researching solutions, processes, new policies etc.

High-level critical thinking, attention to detail, time-management, organizational, communication and reasoning skills.

Other Requirements

Must be able to work in a collaborative team environment with moderate noise level.

Must be able to work a flexible schedule to ensure all tasks are completed per week. May be requested to work additional time, as business demands require.

Must have reliable transportation.

Job Type:

- Non-exempt
- Part-time: 30 hours per week

Pay:

- \$25-\$30 per hour

Benefits:

- Paid time off
- Potential for bonus pay