Summary
The Program Manager oversees the Hispanic Unity – Unity 4Teens (U4T) LEAP High program. The Program manager provides administrative and technical support for the after school and summer services at multiple sites in schools in Broward County. The Program manager supports the planning, budgeting, coordination, monitoring, and evaluation of the before and / after school program services. Also, this position directly supports the implementation of the 2Generation approach across U4T sites. The position could have 5 to 8 direct reports. The Program Manager will be responsible for hiring, coaching, developing, and evaluating staff. The Program Manager is responsible for ensuring the program complies with policy and service standards, monitoring the program/contract, and evaluate the delivery of services. The ideal candidate will adhere to Hispanic Unity’s values: integrity, transparency, respect, and dignity, accountability, diversity and cultural awareness, commitment to excellence and collaboration and teamwork. The position requires experience in managing large programs as well as management experience and knowledge of the grant writing process, data analysis, budget formulation and management, knowledge of strategic planning and needs assessment formulation.

Essential Duties:
1. Responsible for meeting all operational objectives of the contract; prepare and complete action plans as needed.
2. Responsible for implementing productivity, quality, and customer service standards, identifying trends, and determining systems improvements.
3. Manages Program Registration and attendance process.
4. Perform weekly visits to program sites to ensure the implementation of required program components and safety of the staff and students.
5. Responsible for coordinating the 2Gen Approach within the program.
6. Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and implements corrective plans for employees when job performance is below acceptable level; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
7. Plans and collaborates effectively with staff members to ensure the execution of contract requirements, achievement of program outcomes and completion of units of service.
8. Ensures the timely submission and accuracy of monthly, quarterly, and annual internal and external program reports.
9. Monitors the program’s progress with outcomes and recommends changes as needed. Responsible for scheduling program revenue and expenditures, analyzing variances initiating corrective actions.

10. Assists in the planning and review of program proposals submitted by the Agency.

11. Responsible for special projects such as Broward-UP and any other assigned by immediate supervisor.

12. Develops strong working relationships through regular communication with funders and other key stakeholders.

13. Responsible for developing partnerships with other community-based organizations and internal HUF departments to attain programs goals and objectives.

14. Reviews and approves invoices generated and submitted to funders according to established guidelines.

15. Develops a program evaluation framework (process and outcome evaluation) to assess the strengths of the program and to identify areas for improvement. Report evaluation findings to the Director of Education and recommends changes to enhance the program, as appropriate.

16. Develops an annual budget and operating plan to support each program and ensure that the program operates within the approved budget.

17. Performs other duties as requested.

Qualifications

Hold a Bachelor’s (Master’s Degree preferred) at an accredited college or university in Education or related field. Also, preferred a minimum of 3-5 years of related experience. Ideal candidate is skilled in the management of social services and funding streams with strong written and verbal communication skills and show strong values that align with Hispanic Unity’s values, mission, and vision.

Knowledge, skills, and abilities required:

• Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

• Communicate Effectively: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

• Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.

• Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

• Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
• Plan: Determine strategies to move the organization forward, excellent analytical skills, set goals, solution focused, create, and implement actions plans, ability to multi-task and evaluate the process and results.
• Computer literate: Word processing, Simple accounting, Databases, Spreadsheets, E-mail, and Internet
• Valid Driver’s License, insurance and reliable transportation is required.

I have read my job description and understand my responsibilities.

Employees Signature___________________________ Date: ______________

Supervisor’s Signature__________________________ Date: ______________

Title: _______________________________________

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.
Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Updated July 2023 by Yonela Carusi, Director of Education