



JOB POSTING

Program Manager

Company Description

A mission-driven organization, Lutheran Metropolitan Ministry (LMM) serves people in Northeast Ohio and walks with them on their road to self-sufficiency. LMM helps empower people to overcome barriers, obtain job skills, gain employment, locate safe and stable housing, access counseling and support services, stay out of prison, and secure second chances in community. Our mission is to promote shalom (peace, well-being) and justice (right relationships) through a Christian ministry of service and advocacy with those who are oppressed, forgotten and hurting.

Position Summary

The Program Manager of After School Prevention Resources (ASPR) oversees daily operations of the ASPR program, including supervising personnel, overseeing all program activities, providing supervision and instruction to youth, communicating with families, and building and relationships with internal and external stakeholders. The Program Manager contributes to program planning and development based on best practices for out-of-school-time programming.

Some of the duties include:

- Plan, coordinate and directly implement or oversee the implementation of all programming elements
- Maintain relationships and conduct regular outreach with schools (primarily Garrett Morgan HS), organizations and businesses in the neighborhood that interact with teens for the purposes of program development, and informing them of current programming and recruiting new participants
- Provide supervision, evaluation of, and constructive feedback to ASPR staff members
- Supervise youth during program hours and provide instruction and prevention education and alternatives
- Enter or oversee the entering of data on participants and programing
- Assure that the program is compliant with all requirements of contracts and grants (reports, data entry, pre- and post-tests, etc.)
- Provide reports and supporting documentation by established deadlines to VP, Contracts Administrator, COO or other staff partners for the purposes of billing or required reporting
- Contribute to the development of and implementation of new policies and procedures as needed or directed
- Comply with policies and procedures governing the program and agency and consults with appropriate administrative staff regarding issues posing potential risk.
- Build and maintain positive relationships with peers and other programs and departments within the organization.
- Establish and maintain good relationships with external referral sources and partner organizations.

Qualifications

Our ideal candidate has a Bachelor's Degree; a minimum two years of direct experience with working with at-risk youth; and possesses a working knowledge of positive youth development philosophy including promoting positive relationships with adults and peers. The candidate must also have a valid Ohio driver's license and insurance. An Ohio Certified Prevention Specialist Assistant (OCPSA) or higher credential, preferred.

LMM offers a number of benefits for full time staff including, but not limited to: medical dental, vision, disability, life, generous paid time off, and a 403 (b) retirement savings plan. LMM embraces cultural diversity and is Equal Opportunity Employer/Minorities/Female/Disabled/Veteran, and a Drug-Free Workplace.

Join our team! Go to www.lutheranmetro.org/employment to complete an online application and attach a cover letter (with salary requirements) and resume. Applications accepted until position is filled.