

## **Position**

Title: Program Manager

Reports to: Deputy Director

## **Job Summary**

Yonkers Community Action Program, Inc. is seeking a skilled leader for the position of Program Manager. The ideal candidate will have experience with federal and/or state reporting requirements, program development, team leadership, strong communication skills, and the ability to prioritize and handle multiple tasks. The CSBG Program Manager will be responsible for all aspects of the CSBG Grant, including grant administration and operations, reporting, compliance, and coordination with internal and external stakeholders. This position will serve as a community organizer to help address root causes of poverty for low-income households especially in regard to employment, education, income management, housing, nutrition, emergency services and health. A minimum of a Bachelor's degree in a related field, in addition to three years of professional experience required.

## **Summary of essential job functions**

### **Core Responsibilities**

- Developing new programs to support the strategic direction of the organization.
- Organizing programs and activities in accordance with the mission and goals of the organization.
- Meeting with stakeholders to make communication easy and transparent regarding project services.
- Engage in agency program initiatives to strengthen the community
- Provide support to the Deputy Director to ensure smooth agency and program operations
- Provide support in a timely and accurate manner to ensure smooth agency and program operations, including but not limited to calendaring, correspondence, maintenance of agency digital and hard copy filing systems, and record keeping.
- Manage and maintain general account/finance functions
- Producing timely reporting of program status throughout its life cycle
- Maintain data management system (CAP60)

### **Associated Tasks**

- Prepare program reports and claims in a timely manner
- Provide support to the Deputy Executive Director to identify gaps in programming
- Help promote a company culture that encourages top performance and high morale
- Foster relationships with staff, partners and outside agencies to increase future partnerships with YCAP
- Frequent regional daytime travel in the service area.
- Any other duties assigned and deemed necessary for the effective and efficient operation of the agency

### **Minimum Requirements**

- Bachelor's Degree in Social Services or related field
- 3 years work experience in program and or team management
- Computer proficiency of Microsoft Office applications and willingness to learn and build in other software applications utilized by the agency
- Must have a valid driver's license and a clean driving record

### **Abilities Required**

- Ability to effectively multitask in an often fast paced workplace
- Excellent customer service skills to manage in-person and community outreach
- Good oral and written communications skills and math competencies
- Respect for and ability to work in a diverse and multicultural environment
- Understanding of the varying needs of our client base

### **Additional Information**

Please note this position will be required to go into an office, a minimum of (3) three days a week, adhering to COVID Guidelines.