



Program Manager

Position Description: Phillis Wheatley Community Center (PWCC)

Job Title: Program Manager

Position Reports To: Operations Manager

Status: Exempt

Summary: Hattie Logan Duckett's mission in life was to help uplift those who were less fortunate and downtrodden, and the fruits of her labor are seen today in the activities and impact of the Phillis Wheatley Association, now known as The Phillis Wheatley Community Center (PWCC). This center has played a vital role in developing the social, economic, and artistic skills of the people of Greenville, South Carolina, for more than 100 years.

PWCC is currently looking for a Program Manager who is energetic, self-motivated, and dependable who can successfully develop, foster, and maintain relationships with funders, collaborative partners, and community partners. This position requires the ability to multitask and initiate and set goals for programs according to the strategic objectives of the organization.

Responsibilities

- Perform general day-to-day office operations as needed.
- Plan the programs from start to completion involving deadlines, milestones, and processes.
- Initiate and set goals for programs according to the strategic objectives of the organization.
- Develop budgets to operate programs.
- Educate and reinforce the importance of early learning, financial stability, and healthy living to the community at large by assisting in developing and offering learning/volunteer opportunities throughout Greenville and Upstate.
- Gather data and assist as needed with grant preparation, documentation, tracking and reporting.
- Keep executive director informed with detailed and accurate reports or presentations.
- Discover ways to enhance efficiency and productivity of procedures and people.
- Supervise all programs and manage all program volunteers.
- Develop and maintain PWCC Monthly Newsletter
- Maintain and update PWCC social media.
- Perform other duties as assigned.

Qualifications

- BS/BA in management or a relevant field; MS/MA is a plus.
- Two-three years proven experience as program manager or other managerial position.
- Thorough understanding of program management techniques and methods.
- Excellent Knowledge of performance evaluation techniques and key metrics.



Program Manager

- Outstanding knowledge of data analysis, reporting and budgeting.
- Working knowledge of MS office and program management software with the ability to learn and use new software and systems as required.
- Excellent communication, organizational and leadership skills.
- An analytical mindset with great problem-solving abilities.
- Possess good planning, organizational and time management skills.
- Possess knowledge of community resources, programs, and supports.
- Must be a quick, self-starter, with the ability to look ahead and take charge of situations.
- Able to work effectively with people with diverse educational and cultural backgrounds.
- Exhibit excellent verbal, written and interpersonal communication skills.
- Be a team player.
- A strong sense of and respect for confidentiality involving both clients and fellow employees.

Preferred Language:

- English, and Spanish a plus.