

Program Manager

At Opportunity Junction, we believe that everyone who works hard deserves the opportunity to succeed. We help motivated Contra Costa job seekers gain the skills and confidence to launch careers leading to financial security.

Opportunity Junction seeks a Program Manager to oversee multiple programs serving our target population of motivated job-seekers with addressable barriers to employment. This position will ensure that the programs and program staff are well supported and accountable to meet performance goals and objectives. This position will work closely with our Business Services Manager to build employer partnerships and other internal teams to ensure high quality data and outcomes reporting. The ideal candidate will be a strong analytical thinker and people manager who can manage many shifting and competing priorities.

Responsibilities

- Manage three programs to meet performance goals and objectives; 1) Administrative Careers Training (ACT) on site in our Antioch office; 2) Career Counseling and Placement Assistance (CCPA), which includes our partnership with SparkPoint in Bay Point; and 3) Technology Center classes currently operating remotely.
- Contribute to program development and strategic planning;
- Supervise program staff to ensure they are supported towards meeting organizational and personal professional goals;
- Project Manage events and services such as recruitment, graduation, holiday events for participants, and food supports (Food Bank distribution) for our clients and alumni; and
- Serve as an instructional substitute as needed for computer skills classes and life skills classes.

Key Competencies:

- **Problem Solving:** Ability to identify and/or anticipate a problem, analyze the situation, offer an appropriate range of recommended solutions, and decide on and implement a course of action;
- **Staff Management:** Ability to effectively assess the strengths and weaknesses of each employee, collaboratively set goals and provide support for meeting goals, and utilize management strategies appropriate for each employee's work and learning style;
- **Technology:** High level of technology savvy with proficiency in the Microsoft Suite and able to use databases to track outcomes and manage performance;
- **Communication:** Ability to use writing skills to effectively communicate a message to contribute to grant reporting and document processes using appropriate language and correct grammar;
- **Relationship building:** Ability to establish strong relationships with demographically diverse clients and counsel them through personal obstacles; and

- **Adaptability/Flexibility:** Ability to adjust priorities and procedures depending on organizational needs and goals.

SALARY AND BENEFITS: Salary range of \$68,000-\$78,000 including benefits commensurate with skill level and depth of experience.

Instructions for Applying:

- Applications will be accepted by email only, addressed to Brianna Robinson (brianna@opportunityjunction.org).
- Use the subject line Program Manager.
- Please include only a short introductory email and attach as a Word document (not PDF):
 - Your resume; and
 - A cover letter that demonstrates your qualifications for and interest in this position.