

## Program Manager

Job Announcement  
Fall 2021



AARON PRICE  
FELLOWS PROGRAM

### The Mission of the Program

The Aaron Price Fellows Program was created in 1991 by the Price Family to honor the life of their son, grandson, and brother, Aaron. Every spring, a class of 9th-grade students from five public high schools are selected for a three-year journey that includes a behind-the-scenes look at government, business, non-profit and cultural institutions. The goals of the program are to foster friendships between Fellows from diverse ethnic, religious and economic backgrounds; teach Fellows about government, cultural, business, and non-profit institutions; and expose Fellows to exciting career opportunities. For additional information regarding the Aaron Price Fellows Program, go to [www.aaronpricefellows.org](http://www.aaronpricefellows.org)

### PURPOSE OF THE POSITION

Under the general direction of the Executive Director, the Program Manager develops and maintain relationships with Fellows, families, school partners and community agencies; plans, implements and manage multifaceted, ongoing projects; is a primary point of contact for Fellows and parents, and engages stakeholders via email and social media. Additionally, the Program Manager regularly interacts with Fellows through local program facilitation and travels as the lead for the three summer trips to ensure the program's mission. Finally, the Program Manager oversees recruitment and alumni engagement initiatives.

### SPECIFIC DUTIES

#### Program Administration 60%

- Lead and manage high-profile away programs (e.g., Washington, DC; Catalina, Orientation Camp, and Transitions Camp) and local programs (e.g., Orientation, Graduation, and Fellows Holiday Party).
- Manage and execute multi-faceted, ongoing initiatives, such as recruitment including class presentations, developing materials and scheduling with schools; and alumni engagement
- Independently identify and complete projects, assuming full accountability for results. Projects may include: compiling data and producing reports; writing formal letters, program evaluations and thank you notes
- Provide team with prompts and reports for deadlines and deliverables
- Develop, manage, and execute away program preparation, budgets, contracts, and expenditures
- Supervise support staff, independent contractors (facilitators), and interns

#### External Relations 35%

- Establish and maintain relationships with school contacts, vendors, hosts, and speakers
- Be the first point of contact for Fellows, parents, partners and the community
- Monitor Fellows and Alumni communication and alert staff when Fellows need extra support
- Manage and execute recruitment events (open house participation, Faculty lunches, student assemblies, classroom presentations, pizza parties, and interviews.)
- Individual follow-up with Fellows during local programs
- Facilitation at local programs and other events
- Manage and execute alumni events (College Connections, Job Shadow, Summer Party, Hike, Book Giveaway and Alumni Holiday Party).

#### Other Duties as Assigned 5%

- Establish and maintain a positive teamwork environment in all settings

### QUALIFICATIONS AND SPECIAL SKILLS

#### Knowledge and Abilities

- Attend three, week-long away programs during the summer as a lead and one weekend trip in the Spring
- Apply independent judgment, discretion, and initiative to address problems and develop solutions
- Manage multiple projects and priorities, at times using negotiation and persuasion skills to achieve results and expedite projects
- Perform business math, analyze budgetary data, and make accurate projections requiring some inference
- Be a highly motivated self-starter who works independently, with minimal supervision, and as part of a collaborative team

- Effectively handle interpersonal interactions and confidential student situations at all levels
- Quickly establish and maintain rapport with a diverse group of teens and staff members
- Communicate effectively, both orally and in writing, including English grammar, spelling, and punctuation
- Knowledge and skill in Microsoft Office (Word, Excel, and PowerPoint)
- Experience and skill in online and social media platforms, including Facebook, Instagram, and MailChimp

#### **Experience/Education**

- Bachelor's degree or equivalent in an appropriate field related, or additional experience may be substituted for the required education on a year for year basis
- Three years of progressively responsible experience in technical or administrative assignments

#### **PREFERRED QUALIFICATIONS AND SPECIAL SKILLS**

- Strong background in administrative management and organizational development
- Experience in communications
- Experience working in diverse settings, facilitating conversations about complex social issues
- Experience developing programming for teens and parents
- Expertise in using office software packages, technology, and systems
- Familiarity with the Aaron Price Fellows Program and Price Philanthropies
- Conversational Spanish desired, but not required
- Supervision of adults or college students

#### **SALARY**

Salary is dependent on experience. The expected range is \$65,000 - \$75,000 annually.

#### **TO APPLY**

If interested, please send a cover letter and resume to [hr@pricephilanthropies.org](mailto:hr@pricephilanthropies.org) by September 30, 2021.