

Job Training Organization seeks Senior Program Manager (Aug 17, 2010)

Founded in 2000 and operating at training sites in Berkeley and Emeryville, the Bread Project is an innovative and successful workforce development organization and social enterprise providing food service and bakery training, retail experience, and job readiness training to Bay Area residents with low income. The program serves individuals with barriers to employment (such as criminal records, homelessness, lack of a work history, gaps in employment, limited English fluency, or histories of substance abuse) who are working toward obtaining and maintaining a position in the food preparation and production industry and becoming self-sufficient. The Bread Project seeks an exceptional Senior Program Manager to join our team.

Job Description

The Senior Program Manager is a senior leadership position at the Bread Project and reports directly to the Executive Director. The Senior Program Manager is responsible for overseeing the job training programs and will be in charge of all aspects of trainee services. The position requires exceptionally strong management skills, leadership abilities, strategic insight, professional initiative, prioritization, and time management skills.

The Senior Program Manager will support the development and monitoring of policies, procedures, and systems that will ensure optimized service delivery to all the trainees served, oversee program performance, monitor outcomes, and ensure program activities are well coordinated with other departments at the Bread Project.

Direct service responsibilities include:

- Interview prospective trainees
- Conduct job readiness/life skills classes
- Research job openings
- Provide job counseling and follow-up services
- Evaluate trainees and their feedback
- Monitor trainees' progress
- Maintain and enhance network with local employers
- Maintain trainee records and track information

The Senior Program Manager will also supervise and evaluate performance of program staff, interns, and volunteers; provide training and assistance to all classroom staff and volunteers; and lead the program administration, including strategic planning, visioning, and program compliance. The Senior Program Manager will develop, implement, and monitor contracts for service with other providers and serve as administrative liaison to referral agencies and service funding agencies.

REQUIREMENTS

- Bachelor's Degree (preferably in social work, social services, or related fields)
- Three to five years of recent work experience in community service organizations, education and/or advocacy, group facilitation, volunteer management, or community outreach
- Excellent management skills, including self-organization and project management
- Experience in recruitment, training, and supervision of clients and volunteers

- Excellent oral and written communication skills
- Teaching experience in vocational education preferred
- Ability to work with diverse populations
- Ability to set and maintain clear boundaries while remaining compassionate
- Ability to produce high quality work on a day-to-day basis
- Ability to complete projects under tight deadlines
- Strong multi-tasking skills and flexibility in handling multiple projects or shifts in assignments
- Knowledge of Bay Area social services agencies
- Strong computer skills, specifically in Microsoft applications (Word, Excel, PowerPoint), Windows operating system, and Salesforce
- Ability to work both independently and as part of a team

Job Structure and Compensation

This is a full-time, salaried position with benefits. Compensation is market-competitive and dependent upon experience.

How to Apply

Interested and qualified candidates should submit a cover letter, resume/CV, and 3 professional references to Ms. Dagmar Schroeder-Huse, Executive Director at careers@breadproject.org with "Senior Program Manager" in the subject line. Applications submitted without the requested material will not be considered. No phone calls please.
