



Position Title: Part-Time Program Manager

Job Code: 8105

Reports To: Project Director

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Program Manager will provide programmatic functions to a grant-funded project (Entrepreneurial training Women & Girls Internship Program) and will assist the Project Director in recruiting, placing, monitoring, evaluating and reporting the Entrepreneurial Training Women & Girls Internship Program's daily operations

Duties & Responsibilities:

- Coordinates efforts that includes: enlistment of regional transportation entities as internship providers, initiation of the marketing campaign, execution of college/university recruitment activities, initiation intern recruitment activities, placing interns, and reporting progress
- Assumes responsibility for database development, creation and maintenance of project-related records and reports
- Monitors and collects interns work hours and activities and follow up with interns to determine their continued eligibility in the program
- Functions as communication and information provider to WGP stakeholders
- Coordinates logistics, scheduling and participants' involvement in monthly telephone conference calls
- Performs outreach activities to promote and advertise the WGP
- Interfaces with colleges and universities and transportation entities in the Southeast region
- Interacts and maintains liaison with external constituency (institution and agencies) in facilitating program objectives throughout the Southeast region
- Compile and maintains data of program and financial records on program activities, progress, status or other activities in order to prepare special reports for grant funder
- Provides coverage at any function, in conjunction with, or in absence of other staff
- Performs duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree and/or minimum of three (3) years managing customer relationships
- Excellent planning, communication and follow-up skills
- Bilingual (English and Spanish)
- Proficient use of MS Office

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name

