

Program Manager

Background:

HOPE has a 30+ year track record of transforming lives of New Yorkers through training, jobs and career advancement. We offer five training opportunities preparing New Yorkers for diverse careers as well as sector-based training in food industry and in green construction and maintenance. Our student-centered approach, employer-driven training, wide range of support services, and commitment to lifelong support yield strong results, notably a job placement rate of 75% and retention rates of 90% at 90 days and 75% at one-year.

Program Description:

Both Intervine and NYC °CoolRoofs provide community members and our graduates with transitional work opportunities. By providing paid work alongside job search support and career building training, the programs allow people to gain crucial experience and earn money in the time between unemployment or a training program and finding a permanent job. Both programs employ participants in doing sustainability work, including cool roof coating, green infrastructure installation and maintenance, and environmentally friendly renovation work, among other jobs.

The Position:

The HOPE program will be hiring a Program Manager who will be responsible for the day to day oversight of a transitional work program. Reporting to the Chief Venture Officer, this person will ensure smooth operation of the program, communicate with senior staff to align the program and reporting, as well as supervise program staff.

Responsibilities:

Ensure implementation of program curriculum, including scheduling facilitators and classroom space, aligning curriculum with that of other programs, and helping with facilitation;
Coordinate all outreach efforts for business development, participant recruitment, and program promotion. Present to stakeholder groups and represent the program and organization at meetings or events as necessary.
Supervise program staff in all duties, especially the following:
-Order and track supplies, ensure payment of monthly bills, and coordinate with finance staff on payments and payroll
-Create and update project schedules, including online platform for employee scheduling, as well as hotline updates and weather related scheduling adjustments;
Work with clients to relay information, schedule site visits and inspections, and ensure all documentation is signed;
On-board and hire program participants, and conduct initial training;
Plan and coordinate community and corporate volunteer events;
Coordinate with graduate services staff to ensure placement of graduates;
Other duties as assigned.

Qualifications:

- Bachelor's degree and Experience in either nonprofit programs or building trades, supervisory experience a plus
- Experience with project management, including budgeting, scheduling, and reporting;
- Presentation and facilitation skills
- Proficient in Microsoft Suite and computer use for writing, data entry and reporting, and ability to learn new programs
- Ability to work with and motivate adults of diverse backgrounds and abilities.
- Very detail-oriented, well-organized and able to work on multiple activities simultaneously.

Salary/Benefits: Salary will be commensurate with experience and qualifications. HOPE provides a full package of benefits including: healthcare and dental insurance; retirement plan; competitive vacation (plus 1/2 day Fridays during summer which is equal to 7.5 additional vacation days); personal and bonus days; and 12 paid holidays.

Interested Candidates: Email cover letter, indicating what position you are applying for, where you saw listing, and resume to hr@thehopeprogram.org. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

The HOPE Program is an equal opportunity employer.