

Position: Program Implementation Manager
Status: Salary Exempt
Salary Range: \$40,000 - \$50,000
Reports to: Director of Program Implementation

The Program Implementation Manager is responsible for successful promotion and delivery of the PEARLS program throughout the State of Florida and for administrative duties associated with the program.

ESSENTIAL JOB FUNCTIONS

- Promote the PEARLS program through direct contact, phone, and email resources, promotion resulting in scheduled trainings
- Deliver in-person and online 2 hours trainings to interested parties around the State of Florida
- Maintain appropriate documentation of trainings to meet requirements of State of Florida contract
- Other Administrative Duties associated with the Foundation

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

- Client Management
- Adaptability
- Oral & Written Communication
- Attention to Detail

WORK ENVIRONMENT/TRAVEL:

This position performs its essential functions inside the office and outside the office while traveling both local and longer distances. Travel is frequent and often requires overnight stays to complete trainings.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms. Staff will on occasion lift items up to 25 lbs. while completing functions.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time non-exempt position. The hours of operation of the Coalition are 7AM-6PM Monday through Thursday, and 8AM-12PM on Fridays. Occasional evening and weekend work may be required as job duties demand.

MIMIMUM QUALIFICATIONS:

- High School Diploma, plus 3 years of related experience working with the public.
- Proficient in the use of Microsoft Office, including Excel, Word, Outlook and PowerPoint.
- Excellent written and interpersonal communication skills.
- Ability to work independently; plan, organize and coordinate work assignments.
- Ability to establish and maintain effective working relationships with others.
- Self-motivated and strong work ethic with a desire to advance professional skills.
- Maintain schedule flexibility for occasional evening and weekend activities
- Maintains valid Florida driver's license plus insurance as required by state.
- Deemed qualified for employment through Level II Background Screening process.

PREFERRED QUALIFICATIONS:

- Fluent in Spanish
- Training presentation experience

If you are interested in joining our team, please send resume to moconnell@fctcf.org