

Program Manager

Frisco Family Services seeks a full-time detail oriented and organized Program Manager to develop and implement all seasonal and specialized programs for clients. Reporting to the Client Services Director, the Program Manager coordinates and implements all aspects of specialized client-based programming, which includes, but is not limited to, seasonal programs such as the Thanksgiving Meal Box distribution, Holiday, Summer Lunch, Back2School Fun Fair, Senior Adult Programs, CHAMPS (Challenging Adult Minds for Personal Success), and Nutrition Programs. The Program Manager develops, and updates work plans to ensure overall success and is responsible for developing the strategy, planning, implementation, and program evaluation. The Program Manager is responsible for managing program sponsorships, donations, assigning volunteer tasks, identifying, and securing vendors for programs, providing real time data and final reports, and updating policies and procedures upon completion of each program. Candidates must have the ability to manage multiple priorities and tasks. Candidates must be results oriented, with excellent time management skills. Project Management experience a plus. Strong communication and interpersonal skills to interact with clients, donors, vendors, community partners, and staff. Strong organizational and record keeping skills a must. Ideal candidate will have a Bachelor of Social Work, Business Administration, or related Degree, with a minimum of 3-5 years' experience managing and implementing programs, preferably in a non-profit environment. Must have excellent computer skills and be proficient in Microsoft Office, including, Word, Excel, PowerPoint, and Developer. Email resume with salary requirements to resumes@friscocenter.org. No phone calls please.