

Job Title: Program Manager

Organization: S.E.E.K Foundation, Inc.

Location: 990 Biscayne Blvd. #503, Miami, FL 33132

Position Type: Full-Time

Salary Range: \$46,000 - \$65,000

About Us: S.E.E.K Foundation is dedicated to making STEM and STEAM education accessible for children across communities in the United States, especially minorities living in under resourced and marginalized neighborhoods. We strive to provide workshops and after-school programs to equip children from elementary to high school with critical skills to facilitate economic opportunities with the expectation that they will become lifelong problems solvers and drivers of innovation in their communities. Our team is committed to making a positive impact in the community, and we are looking for a dynamic and experienced Program Manager to help us achieve our objectives through effective program management and execution.

Job Summary: The Program Manager will oversee the planning, implementation, and evaluation of the organization's programs. This role involves managing program staff, coordinating with stakeholders, and ensuring that programs are delivered effectively and efficiently. The Program Manager will work closely with senior management to align program goals with the organization's mission and strategic plan.

Key Responsibilities:

- Develop and implement program strategies and objectives in alignment with the organization's mission.
- Plan and oversee the implementation of program activities and initiatives.
- Manage program budgets and resources, ensuring cost-effective operations.
- Monitor and evaluate program performance, using data and feedback to drive improvements.
- Lead and supervise program staff, providing guidance, support, and performance evaluations.
- Foster strong relationships with stakeholders, including donors, partners, volunteers, and community members.
- Prepare and present program reports for senior management and funders.
- Ensure compliance with legal, regulatory, and organizational policies.
- Identify and mitigate program risks and issues.
- Develop and deliver training and development programs for staff and volunteers.
- Coordinate and collaborate with other departments to achieve program goals.
- Coordinate with Event Planner to execute program related events.

Qualifications:

- Bachelor's degree in Nonprofit Management, Public Administration, Social Work, or a related field (Master's degree preferred).
- Proven experience as a Program Manager or in a similar role within a non-profit organization.
- Strong project management skills with the ability to manage multiple programs simultaneously.
- Excellent communication and interpersonal skills.
- Ability to analyze data and use it to inform decision-making.
- Proficiency in program management software and Microsoft Office Suite.
- Experience with grant writing and fundraising is a plus.
- Ability to work flexible hours, including evenings and weekends, as needed.
- 5 + years of experience

Key Competencies:

- Leadership: Demonstrates strong leadership skills and the ability to motivate and inspire a team.
- Strategic Thinking: Develops and implements effective strategies to achieve program goals.
- Communication: Strong verbal and written communication skills to effectively interact with various stakeholders.
- Problem-Solving: Proactive in identifying issues and providing practical solutions.
- Collaboration: Works well with a team and builds strong relationships with internal and external partners.

Benefits:

- Competitive salary (1099) and or W2
- Health insurance package for full time staff (eligible after 90-day probation)
- Opportunities for professional development and growth
- Supportive and collaborative work environment

Contact us: www.seekedu.org | info@seekedu.org | 1-888-346-5552

Application Deadline: Until position is filled

S.E.E.K Foundation, Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.