



## Title: Program Manager

### **Primary Work Location:**

1310 Broadway, Bellingham, WA 98225 with the opportunity for limited remote work based on ability to provide a suitable workstation and technology to accomplish the work.

**Term:** 32 hours per week (Monday-Thursday with occasional Fridays and Weekends to accommodate special events)

**Reports to:** Executive Director

**Application deadline:** Open Until Filled

### **Who we are:**

Blue Skies for Children is a small local non-profit organization serving children in Whatcom and Skagit counties. Our vision is to help families with basic essentials to provide growth opportunities they cannot otherwise afford for their children. Our efforts are focused on raising hope and self-esteem, giving each child an opportunity to feel equal to their peers. One of our many programs is to provide financial support for enrichment programs such as sports, lessons, camps and driver's education. We also distribute hundreds of new shoes, backpacks and jackets each year to local children. More importantly, we connect with our community, let them know we are here to help, and provide and lead them to needed resources for their children.

### **Who are we looking for:**

Blue Skies for Children is seeking a self-motivated, reliable person who is passionate about serving the community. It is important that this person is extremely organized and enjoys building relationships with members of our community. This person will work independently as well as contribute to goals.

Office hours are Monday - Thursday 10am - 4pm. Remaining work hours are flexible based on prior approval from the Executive Director. Some remote work is available based on the ability to provide a suitable workstation and technology to accomplish the work. Assistance with occasional evening and weekend events will be required.

The Program Manager will manage all aspects of Blue Skies programs.

Duties will include but not limited to:

- Educate clients about our programs, process applications and maintain ongoing communication and relationships with client families.
- Oversee our Back-to-School Distribution events including coordinating events, procurement of items, inventory, and tracking needs.
- Train and manage interns and volunteers as needed to meet work and event goals.
- Develop and maintain relationships with partners at area school districts and enrichment providers to ensure client needs are being met.
- Maintain client and provider files.
- Coordinate and track payments to providers.
- Negotiate contracts with providers and seek out new providers to meet client needs.

- Coordinate and communicate with providers.
- Respond to email, walk-in, and phone inquiries.
- Receive and process intake paperwork from clients.
- Input and maintain data on a number of different tracking tools.
- Attend community events, set up, clean up, check-in, and field questions about our organization.
- Provide backup support for administrative office duties.
- Support and run fundraisers and program events as needed.
- Assist with social media and other promotions as needed.
- Build and maintain our community presence and accessibility.

**Required Qualifications:**

- Strong computer skills in Microsoft Word, Excel, and Google Docs
- Excellent communication skills, written and verbal, with the ability to be calm, positive, and proactive.
- Must be able to multitask and prioritize in a high-volume environment with interruptions.
- Ability to manage phone calls and walk-in clients.
- Experience setting up and assisting with events.
- Strong customer service skills.
- Demonstrated proficiency in typing and grammar.
- Ability to navigate translation apps to work with non-English speaking clients.

**Desired Qualifications:**

- Preferred a minimum of a four-year degree.
- Preferred at least 3 years of office experience.
- Spanish or Ukrainian speaker is a plus.

**Compensation:**

\$20 - \$23 per hour commensurate with experience

**Benefits:**

- Retirement Plan
- Paid time off
- Monthly health stipend after first 90 days

**To Apply:** Email a cover letter, resume, and contact information for three professional references by email to [blueskieshiring@blueskiesforchildren.org](mailto:blueskieshiring@blueskiesforchildren.org)

*Blue Skies for Children is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or applicant for employment based on does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information*