



**POSITION:** Program Manager

The Program Manager is an essential part of a dynamic team working to advance Pebble Tossers' mission for youth development through service. This role seeks a uniquely gifted person who can creatively lead and inspire youth while providing innovative and quantifiable program outcomes. Position will have virtual and in-person opportunities.

**RESPONSIBILITIES**

*Program Delivery + Management*

- Creation, implementation and evaluation of Pebble Tossers youth development programming, including weekly service projects, workshops, Teen Leadership Program, service-related resources and all other programming;
- Implementation and usage of the CRM/volunteer management portal;
- Compile, maintain and report on the monthly, quarterly and annual programing metrics, outcomes and outputs;
- Analyze program trends, identify issues and develop solutions;
- Train and coach contract staff, and volunteer leaders on engaging youth volunteers and implementing curricula;
- Track and measure the level of engagement over time and design strategy for improvement;
- Work with Marketing Manager on communications related to program features and events;
- Work with Communications Manager on coordination of website, media and social updates to ensure fresh content.

*Community Outreach Program*

- Work with Operations Manager to cultivate relationships with partner nonprofit organizations;
- Engage schools, civic & faith-based organizations to participate in Pebble Tossers fee-based programming;
- Responsible for ensuring workshops & presentations are relevant in topic and targeted for the appropriate audiences.

**PREFERENCES**

- Bachelor's or Master's degree in nonprofit management, sociology or related fields preferred;
- Highly collaborative style; experience developing and implementing programmatic strategies;
- Proficiency in logic models and reporting outcomes and outputs;
- Excellent writing/editing and verbal communication skills;
- Experience with social-emotional learning (SEL) and positive youth development (PYD) concepts
- Forward thinking with respect to Inclusion, Diversity, Equity, and Access (IDEA)
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives;
- Proficiency in Google Drive, Office, Word, Excel, Power Point, Canva; knowledge of Constant Contact and CRM systems;
- Availability to work evenings and weekends as needed for projects and/or special events;
- Physical Requirements: Ability to carry 35 pounds, which may involve carrying service project materials as needed;
- Pre-employment background checks are conducted on final candidates.

**SALARY**

Independent Contractor, part-time paid hourly with potential for full-time hire.

Pebble Tossers is an Equal Opportunity Employer who stands for a community where our volunteers, staff, contractors, and board of directors feel valued and appreciated.

Please send cover letter, resume and two employment references via email to Jennifer Guynn-  
jguynn@pebbletossers.org