

<b>Job Title:</b>	Program Manager	<b>Wage Class:</b>	Full-Time Salary
<b>Location:</b>	Columbia, SC	<b>Travel Required:</b>	As per business need

**Overview:**

The Program Manager is a driving force in daily operations of Wholespire. Under the leadership of the Executive Director, the Program Manager will lead The Healthy Young People Empowerment (HYPE) Project. The Program Manager promotes organizational vision through hands-on project management with The HYPE Project®. The Program Manager leads and works to promote the overall effectiveness and success of Wholespire and all of its initiatives.

**Details:**

**ESSENTIAL FUNCTIONS AND EXPECTATIONS**

- Provide ongoing support, guidance, and coaching to multiple partners interested in or involved in youth engagement opportunities and programming.
- Work with the internal community relations team and organizational partners to promote collaboration and to include youth into community initiatives.
- Oversee and guide the creation and implementation of The HYPE Project action plans for multiple youth teams, ensuring alignment with the mission and vision of Wholespire.
- Organize recruitment, orientation, and ongoing training for adult advisors.
- Conduct adult advisor training that prepares them to train youth participants and lead a community project.
- Prepare prospective HYPE trainers to conduct adult advisor training.
- Compile and present reports used for the promotion and business process of The HYPE Project.
- Coordinate and monitor The HYPE Project ongoing evaluation and compile recommendations for future implementation.
- Seek funding opportunities for Wholespire that support youth engagement and/or The HYPE Project.
- Manage the administration of grant projects supporting The HYPE Project to ensure the operations adhere to the predetermined terms, goals, and strategies.





- Provide ongoing input, information, and materials that promote internal and external communication efforts about youth engagement opportunities and programming.
- Participate in continuous quality improvement and data-driven decision-making processes to assess efficacy of programming and drive refinements.
- Ensure adherence to data collection requirements.
- Other duties as assigned and/or determined.

**ORGANIZATIONAL COLLABORATION:**

- Work cooperatively and effectively with others within the organization to set goals, find solutions and make decisions that enhance organizational effectiveness.
- Collaborate and offer assistance as needed to other departments of the organization, including but not limited to, Marketing and Communications and Community Relations departments.
- Other duties as assigned and/or determined.

**QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree in a relevant field preferred.
- Effective communication skills using digital communication channels (e-mail, social media, Zoom, Microsoft Teams, Google Suite).
- Strong written and verbal communication skills with the ability to effectively communicate with individuals at all levels.
- Passionate about being a community advocate with superb community relation skills.
- Highly comfortable working with and among people from diverse/varying backgrounds and ages.
- Ability to apply an equity lens to all aspects/areas of the organization and work.
- Experience coordinating and implementing community action planning.
- Decision-making skills, and the ability to adjust quickly to various situations, events, and/or clients.
- Extremely organized and meticulous with details.
- Ability to influence, collaborate, and work effectively with colleagues, community members, and senior leadership.
- Ability to travel, including but not limited to, reliable personal transportation.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:**





wholespire

Inspiring wellness in all communities

Office-type environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, laminator, projector, etc.), as well as remote locations to conduct trainings.

- Ability to sit at a desk and work on a computer for prolonged periods.
- Ability to stand and move around during training and project visits for prolonged periods.
- Ability to lift up to 15 pounds at times.

### **COMPENSATION**

Salary will be based on experience with a range of \$48,500 - \$53,500.

Please send a cover letter including the date available to start a position and resume to [info@wholespire.org](mailto:info@wholespire.org).

