



Job Description – Program Manager

Status: Exempt

Staff Type: Term (annual) / Full Time

Salaried \$53,800 - \$62,900

Partnership for Community Action (PCA) has worked to build strong, healthy communities in Albuquerque's South Valley and across New Mexico since 1990. PCA focuses on critical community issues like education, economic and health equity, and immigrant rights. Through raising awareness and advocacy opportunities, we support people and families to become strong leaders in their neighborhoods and in New Mexico.

Our mission is to dismantle systems of inequity by investing in people and families to build power, working locally and spreading across New Mexico.

We envision engaged, healthy communities in which everyone has quality education, wellness and economic opportunity.

Summary

The Program Manager will manage and oversee the implementation of a complex panoply of integrated programs related to early childhood care and education, family engagement, and community responsive programming that engage home based childcare providers, childhood coalitions, caregivers, parents, businesses and other organizations who serve children age 0 – 5. Specifically, the Program Manager will: 1) plan and implement the coordination of regional advisory groups across the state and support the development of community responsive family engagement resources for early childhood, 2) collaborate with staff in the coordination of Abriendo Puertas/ Opening Door Trainer of Trainer (TOT) facilitation acquisition training, especially among key stakeholders of the regional advisory groups across the state and 3) plan and implement programming for a network of more than 200 home-based child care providers that focuses on creating toolkits and coaching small business entrepreneurs and support the creation of an alternative, socially conscious model for economic opportunity and development.

The successful candidate will work to learn, identify, and define resources directly related to early childhood professionals and families throughout New Mexico by incorporating researched-based knowledge. The candidate will have a strong background in convening and establishing relationships with community partners, families or organizations serving families. They will participate in the generation of program resources, inform grant writing, design and develop program operating and implementation goals, objectives, and protocols. The Program Manager will represent the organization to external partners, collaborators, local and state representatives with respect to program implementation, technical/professional assistance, consultation, and support to constituencies as appropriate. The candidate will value an approach that is centered on cultural responsiveness, equity, and authentic family engagement.

Essential Duties and Responsibilities

1. Manages and oversees the implementation of complex, integrated programs related to early childhood care and education, family engagement, and community responsive programming that engage home based childcare providers, childhood coalitions, caregivers, parents, businesses and other organizations who serve children age 0 – 5 and implement programming for a network of home-based child care providers.
2. Provides technical and/or professional coordination and leadership in the execution of day-to-day operations of the various programs and activities of the organization as it relates to the coordination of regional advisory groups across the state, recruitment for facilitator acquisition training of said coalition partners and of the home-based provider network.
3. Serves as a liaison with internal and external constituencies on all matters relating to program activities; represents the organization with respect to program activities in collaborative / professional meetings with external partners and collaborators.
4. Advises on operating goals and objectives for the program; identifies opportunities to enhance program operations to achieve greater efficiencies and effectiveness and to fulfill program objectives outlined within the contract/grant, including the development of systems and processes to establish and maintain records.

Partnership for Community Action is an Equal Opportunity Employer



5. Designs and develops or assists with design and development of program(s) or project(s) to ensure program fidelity and deliverables in compliance with organization, state, and federal grants or policies and regulations.
6. Oversees the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
7. Participates in the development of annual operating budgets; approves and monitors budget expenditures; and provides fiscal direction to PCA directly related to project activities and outcomes.
8. Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical and narrative program reports.
9. Assists in establishing and implementing short- and long-range goals, objectives, policies, and operating procedures.

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity.

Other Duties and Responsibilities

1. Participate in project update meetings, evaluations, and board presentations, as needed.
2. Support the cultivation of ongoing relationships with statewide established coalitions, representatives of families, schools, family-serving organizations and home based child care centers.
3. Assist with special projects, conferences and reports as needed.

Knowledge, Skills and Abilities Required

- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to leverage partnerships with organizations, governmental departments, and private sectors.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community, including with families and caregivers across the state.
- Ability to gather data, compile information, and prepare reports, especially with the use of Smartsheets.
- Ability to provide technical coordination and management of development and/or implementation projects in the area of early childhood care and education and with home-based provider business networks.
- Knowledge of management principles and practices, including project management and implementation skills.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities, especially with the use of project management tools like Monday.com
- Knowledge of contracts and grants preparation and management.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Minimum Job Requirements

- Bachelor's Degree required.
- Minimum 4 years of demonstrated professional experience directly related to the responsibilities specified, including a minimum of 2 year management level experience directly related to the duties and responsibilities specified.
- Experience working directly with families or caregivers, low-income communities, schools, and/or community-based (nonprofit) agencies, with skills and knowledge in popular education and reflective practices.

Preferred Qualifications

- Ability to travel statewide up to 60% time, depending on need



- Relevant experience partnering directly with community members and families to create meaningful experiences, share resources, and advocate for positive systemic changes in support of young children and families.
- Bilingual English/Spanish

Working Conditions and Physical Effort

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment, this is not a remote work or telework position.
- Expectation of in-state and national travel.

Application Instructions Please send a cover letter and resume, SUBJECT LINE: PROGRAM MANAGER APPLICATION, to PCA @ pca@forcommunityaction.org. Position open until filled.

