



PROGRAMS MANAGER

Supervisor: Director of Programs

General Job Description: The primary responsibility of the Programs Manager is to support the Director of Programs in the development, coordination, and administration of WakeEd programs in support of the educators and students of Wake County Public Schools. The Programs Manager will perform a wide range of duties including planning, organizing, and leading select programs as identified by the Director of Programs.

Primary Responsibilities include:

- Plan and deliver WakeEd's Partners Read program in collaboration with WCPSS Director of Literacy.
- Plan and deliver WakeEd's role as a key partner in the Wake Together/High Dosage Tutoring literacy program initiative, in collaboration with the Wake County Public Schools System Central Office.
- Volunteer recruitment and management in support of these literacy programs.
- Collaborate with Director of Programs in the design and support in executing the career program offerings and all other duties as assigned.
- Work with the Programs Committee to support the success of all WakeEd programming.
- Present program updates as appropriate to Executive Committee and Board of Directors.

Minimum Qualifications:

- Bachelor's degree in education, Project Management, Nonprofit Leadership, or a related field
- 5+ years' experience as a program/project manager (equivalent education/experience may be substituted for stated requirements) *preferred*.
- Experience with Pre-K through 12th grade public education programs *preferred*.
- Commitment to the mission and goals of the organization.

Skills Needed:

- Ability to develop and give effective presentations.
- Experience in managing and coordinating volunteers
- Experience in evaluating data to improve initiatives
- Proficient in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint. Proficiency in Google products as plus including Google Docs, Sheets, etc.
- Effective time management and organizational skills, with ability to prioritize and multi-task.
- Creativity and problem-solving skills

Salary commensurate with experience – anticipated salary range \$55-65K. Flexible work environment including hybrid work schedule. Full benefits include paid vacation and sick time, paid medical/dental/vision insurance and life/AD&D benefits for employee and simple IRA retirement plan with match contribution.

**Interested applicants, please email cover letter, resume and salary expectations to jobs@wakeed.org.
Position open until filled.**

Equal Opportunity Employer

It is the policy of WakeEd Partnership to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status regarding public assistance, veteran status, or any other characteristic protected by federal, state, or local law.