

We're Hiring

Program Manager

Tri County Community Action seeks a dynamic and experienced Program Manager. This position involves a high degree of responsibility for the overall administration of multiple services within the assigned program. The Program Manager must be an effective communicator, an adept and tactical scheduler, have a strong attention to detail, and be an agile multi-tasker. The top candidate will have an ability to handle sensitive and confidential information, prioritize competing work and deadlines, and produce highly accurate work. This Manager will join with other organization staff in developing an annual budget that aligns with the strategic plan and organizational needs, enabling the organization to accomplish its mission.

Essential duties include but are not limited to:

Oversee the recruitment, training, supervision of, and provide high quality support to, personnel involved in the operation of assigned programs and activities.

Ensure staff maintain the fidelity of assigned programming.

In cooperation with the Fund Development team, prepare and process grant applications, funding packages, work plans and budgets to maintain or establish appropriate programs.

Manage program and staff in accordance with program objectives and contractual requirements.

Maintain accurate and timely records; collect data and statistics on programs; prepared reports to be distributed internally and externally.

Provide assistance with complex cases and issues.

Implement and maintain continuous quality improvement for all program activities.

Know and understand the program and financial requirements of each grant/contract assigned.

Speak at public and private engagements on behalf of the organization.

And here is what you'll need: Bachelor's Degree in Human Services related field with 3 years demonstrated program management and supervisory experience. Human Service related program management experience preferred. Candidates must have a valid Pennsylvania' driver's license, current insurance, and daily access to reliable transportation. Candidates need a willingness and ability to travel within local region daily, and will have to supervise staff located in multiple sites. Child Abuse, State Police, FBI, and Motor Vehicle clearances will be completed prior to offer of hire.

The principle working hours will be 9-5 Monday-Friday with occasional evening or weekend hours. This position offers a starting salary of \$27 an hour and is based on a 35-hour work week, with excellent and generous benefits.

Interested and think you'd be a great fit for our team?
Submit your resume & cover letter to "Careers"

Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org