Job Title: Program Manager, MMI Works  Biweekly Salary: $1,923.07
Reports To: Director, Youth Programs  Direct Reports: 0

Position Summary: The Program Manager of MMI Works helps to develop and implement program activities and engages with participating students by creating extended learning opportunities that are youth-centered and youth-driven year-round.

Essential Functions:
- Support META’s direct service youth programs
  - Collaborating with the Director, design and create innovative original curriculum and instructional content for youth development from ideation through instructional delivery and evaluation
  - Facilitate/Deliver original youth development curriculum and instructional content using training best practices
  - Coordinate projects with worksite partners and parents in planning and executing programs and events, including managing logistics and administrative functions with internal staff and external contractors. Events and sessions include, but are not limited to professional/personal development, MWE sessions, orientation, and field experiences
  - Manage program logistics; prepare and maintain records of all stages of program; create and revise documents, spreadsheets, and materials needed for life cycle of META Works, including administrative tasks, participant recruitment and selection, participant work placements, professional/personal development (PD) series, and worksite planning and logistics. This includes tracking expenses and preparing reports for budget monitoring and reimbursements

- Support and collaborate with a cohort of 50(+) young people
  - Provide guidance and mentoring through active participation with cohorts to help them fulfill and make choices about their educational, personal, social, emotional, and vocational needs
  - Execute program’s curriculum, instruction, and procedures and critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations
  - Monitor youth services and ensure compliance to youth needs
  - Prepare and submit timely requests for intern paychecks, reimbursements, and vendor payments
  - Plan for and provide materials, food, and supplies for orientation, meetings, professional development and other youth activities and events
Other Functions:

- Contribute social media and communications content related to program activities as needed
- Maintain and update databases for interns, organizations, and scholarships
- Other duties as assigned by the Director, Youth Programs

Required Minimum Education and Experience: Bachelor’s degree in education, business, nonprofit management, art, music, or project management, or related focus with three (3) years of direct, exempt-level experience performing similar work. In lieu of a bachelor’s degree, candidate must have seven (7) or more years of direct, exempt-level experience performing similar work. Must have previous experience teaching, training, and/or planning, implementing, and managing a youth development program. Demonstrated skill in building productive relationships with a variety of stakeholders, including parents, representing various demographics. Advanced communications and presentation skills. Ability to navigate a computer system and use productivity software such as Google and MS Office programs to develop curriculum and instructional contents as well as correspondence, reports, presentations, spreadsheets, etc. Ability to leverage digital and social media apps and technology to support project strategies and partnerships.

Preferred Qualifications: Four (4) years’ experience teaching high school students or as an organizational youth development trainer. Previous experience working with arts, social justice, or philanthropic organizations that advocate for and/or develop underserved black and brown youth, providing leadership and guidance. Knowledge of Memphis context relative to youth development and engagement. Ability to work effectively independently or team environment.