



YES! Program Manager Job Description

Coalition for a Better Acre (CBA) is a membership-based community development corporation dedicated to resident empowerment and sustainable community revitalization for current and future residents of Lowell and the Merrimack Valley. We promote healthy, vibrant neighborhoods by developing resident leaders, affordable housing, and economic opportunities, and by responding to community needs through collective action.

Position Summary

Full-time in person position to manage the YES! Learning Center and after school program. The Center provides youth programming, after school care, and educational enrichment during school Monday - Friday, 2 - 6 pm for grades K-12 and School Vacations and Summers 8:00am-2:00pm Monday-Friday. Responsibilities include managing daily activities, preparing programming, safety and sanitation, lesson development and delivery, administrative and data management, budget management, communications, shopping, grant research, and day to day operations. Position reports to the Director of Quality Management.

Essential Functions/Responsibilities

- Supervise youth program staff
- Manage, develop and deliver program calendar, lessons, surveys and overall coordination
- Complete training and orientation materials, and support long term program planning
- Small group management during field trips
- Utilize positive behavior management and conflict resolution techniques
- Establish and maintain open, ongoing, and respectful communication with parents/guardians
- Prepare snacks and daily supplies
- Help to sanitize center and program supplies
- Administrative & budgetary tasks
- Shopping and ordering as needed
- Program tracking and reporting in Salesforce.com
- Other duties as assigned

Ideal Candidate

Our ideal candidate is energetic and enthusiastic, with the following skills and experiences:

- A background in childcare, youth development or education is required.
- Self-motivated and independently task oriented, works well with a team
- Outdoor play, sports/fitness programming, and occasional physical labor required.
- Occasional nights and weekends required.
- The position requires a Massachusetts CORI/BRC.
- Proficiency in Microsoft applications such as Word or Excel is preferred.
- Bilingual (Spanish) a plus

We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.

Salary range: \$50,000-\$60,000

CBA offers competitive compensation and excellent benefits, including:

- Paid Time Off
- Medical, Dental, and Vision
- Paid Life Insurance
- Tuition reimbursement
- 13 paid holidays and office closed the week between Christmas and New Years
- 5% contribution to your 401K whether you participate on your own or not
- Career advancement and professional development
- Great co-workers and an exceptional mission

To Apply:

Send a cover letter, resume and salary requirement to: shamir.rivera-quintal@cbacre.org

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