



## Caleb's Kids Program Manager

**Caleb's Kids** is Detroit-Based 501(c)(3) that provides mental health education and suicide prevention for families. With a focus on youth grades 4<sup>th</sup> – 12<sup>th</sup>, we offer a hands-on culturally relevant curriculum that enhances the mental health literacy of participants and normalizes help-seeking behaviors. We offer both community-based and school-based programming that provides workshops, resources, and behavioral support for youth, families, and professionals.

### **Summary:**

We are seeking a program manager to facilitate and design targeted programs for the youth and adults that we serve. The Program Manager plays a critical role in the development, execution, and evaluation of programming: School-Based (Intraday and Afterschool), Community-Based, and Professional Development Programs. They will be responsible for all program related staff including managing and coaching a team of Clinical Health Educators and Seasonal Interns, in delivering workshops, developing and cultivating partnerships with schools, businesses, churches and community partners, coordinate and manage volunteer database and communications, budgeting and administrative tasks, compliance with licensing standards and public funding requirements, and program quality initiatives through evaluation processes.

A successful candidate will have a deep dedication to working with children and their families. Caleb's Kids work is done with an emphasis on social-emotional learning and trauma-informed practices, and the Program Manager ensures that these commitments are consistently developed and sustained in our program environment.

### **Essential Duties & Responsibilities:**

#### **Curriculum & Programming**

- Design a comprehensive annual program plan in collaboration with staff and Executive Director including planning, coordinating, implementing, and supervising all curriculum.
- Provide leadership for an effective program implementation process; develop and implement program quality improvement initiatives; make maximum use of property to meet needs of service population and community.
- Recruit, identify, and enroll eligible families for programs; expand program within community

#### **Hiring & Talent Management**

- Recruit, hire, and onboard direct reports and lead others through a thorough and inclusive hiring process. Prioritize ongoing staff development; develop staff goals and performance expectations
- Supervise assigned staff including employees, independent contractors, interns, and volunteers.



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### Community Partnerships

- Lead community relations activities including developing partnerships and collaborative efforts with local schools and other community stakeholders; attend community group and partner meetings toward the goal of service coordination to meet community needs most effectively.
- Develop and implement marketing and public relations plans to ensure high center and program visibility in community.

### Requirements

#### Education & Experience Requirements:

- **Minimum Qualifications:** Bachelor's Degree in a Related Field (including Early Childhood Education, Child Development, Sociology, Psychology, or other field) with at least 3 years of related work experience
- **Preferred Qualifications:** Full or Limited Licensed BSW, MSW, LPC, MFT, LP or any equivalent combination of experience, education and/or training with in a community-based setting with at least 3 years of experience working in a mental health or youth development role including 2 years in a supervisory role with direct reports

#### Skills & Abilities:

- Strong organizational skills, including ability to create and manage complex schedules, multi-task, maintain accurate records, prepare reports, and manage budgets.
- Strong interpersonal and relationship management skills, collaborative mindset, diplomatic, strong verbal and written communicator
- Computer proficiency in Microsoft Office (e.g., Outlook, Word, PowerPoint, Excel, Access)
- Ability to collect and analyze data and make recommendations accordingly
- Ability to work with diverse populations

#### Certifications & Clearances:

- Criminal background checks and child abuse clearances are required
- Driver's License required

**COMPETENCIES:** The ideal candidate will demonstrate the following competencies or that will be necessary for success in this role:

- **Project Management:** develops detail-oriented plan to achieve priorities; develops project managements processes and coaches staff on using them; demonstrates superior decision-making skills including timely decisions and ability to navigate stakeholders; regularly evaluates solutions to challenges
- **Effective Team Management:** delegates effectively and builds shared ownership for achievement of goals; fosters a culture that encourages productive relationships; models



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high level of vulnerability-based trust in the workplace; translates high expectations into actionable development goals

- **Relationship Management:** develops mutually beneficial relationships and partnerships based upon trust; demonstrates advanced listening skills and seeks to understand; values diversity
- **Achievement Orientation:** demonstrates high expectations; takes initiative; focuses upon results and uses research to inform practices; values and encourages creativity; makes timely decisions and takes follow-up action
- **Commitment to the Caleb's Kids Mission, Goals, and Culture**

### Hours and Compensation:

- Yearly Salary Commensurate on Experience
- Monthly Healthcare Stipend
- Paid Holidays
- Paid Time Off
- Monday to Friday 10:00am - 6:00pm, rotate on average one Saturday per month, some telework capabilities

*If interested in applying for this role, please visit [calebskids.org/careers](https://calebskids.org/careers)*