



## **Program Manager**

Job Location: Romeoville, IL

Position: Full-time

Remote Type: Hybrid remote - some travel required

## **Our Story**

Inspired by George Washington Carver, After the Peanut was created in 2014 to inspire the next generation of STEAM leaders. After the Peanut is a solution driven company, focusing on the power of knowledge and education in the face of adversity and challenge. The core foundation is to transform communities by increasing equity in K-12 STEAM education. This is accomplished by providing real world experiences that are innovative and forward thinking.

## **Benefits**

- Competitive compensation
- Quarterly and yearly bonuses
- Unlimited paid time off and 10 company paid holidays
- Hybrid working environment
- Team focused culture - team events, outings and recognition

## **Ideal candidates**

Energetic and creative professional who is curious and enthusiastic. The right candidate is organized with excellent interpersonal skills to build rapport with students, parents, and executive leaders. A strong leader who thrives in implementing programs and is looking to join a winning team.

## **Position Summary**

The Program Manager is responsible for implementing and managing After the Peanut programs. These duties will include office management, registration, activity development, volunteer training, volunteer supervision, and supervision of students. The Program Manager works closely with the Director of Programs & Growth to deliver STEAM enrichment programs. The Program Manager is an integral member of the team and should strive to facilitate safe, outcome-based, quality programs for all participants. The Program Manager will be delivering programs in a variety of ways that can consist of in-person and virtual programs.



## **Responsibilities**

- Interface with parents, students and After the Peanut contributors.
- Establish and maintain records for Summer STEAM Camp applications, ensuring accurate and complete records.
- Manage registration and payment process to include Summer STEAM Camp.
- Manage and care for facilities and equipment in program areas, including notifying supervisors when supplies need to be replenished and ensuring program areas have proper supplies prior to the start of sessions.
- Ensure programming is consistent with the overall vision of the organization.
- Facilitate and lead programming for virtual, live events or day programs.
- Participate in set up and clean up of all program/activity areas.
- Be a role model for students and staff, and arrive each day with an inclusive, professional, upbeat, and positive attitude.
- Ensure the safe operation and instruction of all program activities, following and enforcing all COVID-19 policies and procedures.
- Prepares presentations, training and facilitates groups to promote programs within the community.
- Perform other duties as assigned.

## **Position Requirements**

- Three (3) or more years of work experience in a youth serving organization.
- Must have experience working with children as a teacher or a similar position.
- CPR certification and First Aid training must be completed prior to the start of summer.
- Experience in administration, youth education, youth development, project management and leadership.
- BA/BS or equivalent experience. Degree in Education, Non-Profit Management, or Business Management preferred.
- Two Professional References who can speak to the applicant's character, qualifications, professional experience and work ethic.



## Other Skills

- Enthusiasm for STEAM and equity.
- Outcome driven with ability to respond to changing circumstances and priorities.
- Presents current strengths to enhance the team, but also has the ability to accept feedback.
- Proven ability to manage and motivate groups and individuals.
- Remains composed under stress, handles responses to criticism tactfully and delivers on organizational commitments.
- Demonstrated commitment to child-led, hands-on, participatory, and inquiry-based education programs.
- Capable of working hard, being flexible, quick to act, demonstrates drive and initiative, ability to take action without being directed, and works well with others.
- Proficient in computer-based information systems.
- Excellent project management, planning, and organization skills.
- Deep appreciation for teamwork and drive to be part of a high-level team.
- Experience in developing and implementing program systems, training and technical assistance, grant development and writing, grants management and grant reporting.
- Ability to provide high quality customer care.
- Detail-oriented, possesses strong communication skills, and excels at building positive relationships.

## Physical Requirements

- Requires the physical strength and stamina to lift and/or transfer objects weighing 50 pounds or more.
- Ability to travel in and out of the state of Illinois.

**Reports to:** Director of Programs & Growth

**Direct Reports:** Program Coordinators

**Compensation:** \$40,000 - \$50,000 annually + \$10,00 performance bonus

***\*\*Must be able to successfully complete and clear a criminal, MVR, and sex offender background check\*\****