



Job Description

Program Manager

Background

904WARD envisions an end to racism in Jacksonville so all people thrive. We actualize this vision by creating racial healing and equity through deep conversations and learning, trusting relationships, and collective action. 904WARD began in 2015 with a small group of friends who came together to talk openly, challenge each other, support each other, and take action together to build a more inclusive Jacksonville. We are an organization supported largely by volunteers from Jacksonville's private, public, and nonprofit sectors committed to creating a community of inclusion for all of Jacksonville, FL's residents.

Position Summary

The Program Manager is responsible for creating, managing, coordinating, and supporting 904WARD events, logistics coordination, training strategy, curriculum design, and evaluation and data analysis. We are looking for a competent Program Manager to undertake a variety of program management tasks. You will help in creating, planning, and organizing programs and activities.

To be an excellent program manager, you must be organized and detail-oriented, comfortable working with diverse teams, and able to work at a fast pace. The goal will be to facilitate the effective management of programs according to the organization's standards. If you have further skills in program development, communications, and/or volunteer management, we'd like to meet you.

The Responsibilities

The Program Manager reports to the CEO and is responsible for:

- Planning and implementing informational, educational and celebratory organization and community-oriented activities, donation drives and volunteer activities
- Planning logistics for events, meetings, workshops, etc. This includes preparing materials, organizing speakers, and coordinating any other required resources for distribution
- Maintaining calendar of events
- Coordinating with the Directors, program chairs, CEO and other leaders to publicize events to members and the community

- Working with community partners to co-host events
- Managing all workshops and trainings by hosting events, providing support, registering participants, and other duties as needed
- Following up after events with evaluations, thank you letters, etc.
- Tracking evaluations to monitor success and trends
- Staying abreast of national trends and research
- Attending and supporting other events as needed
- Working with the CEO to understand 904WARD's strategic plan goals, your role in accomplishing it, and to develop tactical plans as needed to accomplish it
- Other duties as assigned

The Candidate

The ideal candidate will combine a passion for achieving racial justice with exceptional management, coordination, communication, and relationship-building skills. Among the assets and attributes sought are the following:

Qualifications

- A highly motivated self-starter
- Is highly detailed-oriented and organized
- Has strong communication and coordination skills
- Has strong public speaking, facilitation, and presentation skills
- Is a collaborative teammate who can also work independently
- Enjoys a fast-paced, quickly-changing environment
- Seeks to understand and serve community needs
- A creative, insightful, intuitive manager who enjoys crafting innovative solutions to challenges
- A hunger to learn and to share such learning with others
- Genuine enjoyment of relationship-building
- High emotional intelligence
- A good sense of humor

Requirements

- Minimum Associates degree required
- Minimum two years of experience in program coordination and planning
- Mastery of technological skills (e.g. Microsoft, Zoom, social media, google calendar, etc.)
- A commitment to ending racism and knowledge/experience in the field of diversity, equity, and inclusion.
- Comfort talking about difficult, delicate and controversial subjects

Compensation

The Program Manager will be a full-time, exempt employee under the Fair Labor Standards Act. Compensation will be \$60,000 plus health insurance and other benefits.

If you or someone you know would like to join this dynamic organizations, please email your resume and cover letter to Careers@904WARD.org.

Equal Opportunity Employer

904WARD is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, or military status.