

The Lauderhill CRA

Programs Manager

Job Description



PROMOTIONAL

Description

To provide administrative, analytical, planning, and management support for programs, projects, and facilities where substantive administrative, policy, and/or technical issues require specialized analysis, recommendation, and implementation; and to perform related work as required.

The Program Coordinator is a professional management level classification. Under general direction, incumbents assist in the coordination, implementation, and management of a specific program or programs, facility, or facilities.

Examples of Duties

- Develop and implement high-quality programs, services, and activities that meet stated individual and group goals.
- Oversee daily operations of all programs, including recruiting, appointing, and managing staff members, planning and tracking budgetary items, and evaluating activities for positive outcomes and legal compliance.
- Review program logs to ensure total compliance with the latest FCC standards and guidelines while taking care of discrepancies.
- Analyze programs during planning, implementation, and follow-up to verify quality and ensure activities and services achieve stated objectives and outcomes.
- Organize weekly staffing schedules and manage additional resource allocation as needed for special programs, holiday events, recruitment campaigns, and employee morale-building activities.
- Plan, propose, and track budgets for individual services and total quarterly expenditures, including allocating adequate resources to each program and staying within limits outlined by the board of directors.
- Prepare, modify, and file reports and documentation as necessary, including daily summaries of activities and incidents, post-program overviews, recommendations for future services, and analysis of overall program effectiveness.

Skills and Qualifications

- Bachelor's degree plus work experience in a leadership role
- Detail-oriented with excellent organizational skills and adherence to deadlines
- Able to communicate effectively with managers, employees, and customers
- Self-motivated and able to work independently when necessary