

Job Title

Program Manager

Reports To

Executive Director

Job Overview

JSAW's Program Manager oversees and manages all programming activities, volunteers and events focused on making riders into disciples of Jesus. Success in this position will be growing sustainable programs for riders led by trained volunteers that result in an increase of disciples for Christ.

Pay & Hours

\$35,000-\$45,000 (Depending On Qualifications)

Full Time

Responsibilities and Duties

- Creating and implementing an onboarding process for volunteers.
- Coordinating volunteers for small groups, mentoring, outreach, and events.
- Celebrating and recognizing volunteers on social media and in the monthly newsletter.
- Planning events and managing registrations (parents & riders) for all program activities.
- Development and oversight of the program budget, strategic plan, and objectives.
- Promoting and marketing events and small groups using social media, email, etc.
- Planning and organizing service projects and mission trip opportunities.
- Assist in cultivating donor relationships by casting vision, inspiring and sharing results of the ministry.

Qualifications

- Bachelor's degree or equivalent experience in Project or Program Management, Youth Ministry or Ministry, or related field
- Experience in Operations and Event Planning
- Experience in Marketing and Social Media
- Well-organized
- Attention to detail
- Some experience in action sports
- Passion for serving people, building relationships and sharing Christ
- Able to travel occasionally
- Able to Learn & Use Technology: Planning Center, Registrations, Instagram, FB, Zoom, Filming & Editing