

Awesome Ambitions Program Director Job Description

The Awesome Ambitions Program Director is a part-time position (20 hours/week) reporting directly to the Awesome Ambitions Executive Board. It requires the ability to effectively plan, organize, and coordinate the development of interactive programming experiences and events in alignment with Awesome Ambitions' overall mission. The Program Director must be able to work with their team and program facilitators to implement strategies and programming experiences that embrace our 4 pillars-- Entrepreneurship, College and Career Readiness, Health and Wellness and Social Justice and the Law. The Program Director will be required to:

- Work within their budget.
- Create and oversee recruitment and training of programming volunteers.
- Create and oversee a system of volunteer engagement that includes a team of volunteers. These volunteers will design and lead all elements of the individual programs including topics, presenters, venues, transportation, thank you/appreciation gifts/letters, food vendors, technology requirements, and materials needed.
- Communicate and promote programming experiences to the Awesome Ambitions girls, volunteers, board members, and sponsors.
- Collect and maintain data including program participation, presenter information, activities, and outcome-driven evaluation of the success of each programming experience. The program director will also include that information in their progress report.
- Attend Awesome Ambitions programming experiences as well as bi-monthly meetings with the Awesome Ambitions Board, and annual meetings with girls, parents, and school officials.
- Respond appropriately in emergency/crisis situations and serve as mandatory reporter.
- Lead the Program Committee.

Required Skills:

- Experience developing and managing programs.
- Experience managing teams and tracking data.
- Must be a team player and collaborate with people at all levels.
- Must be detail oriented with the ability to multitask under pressure.
- Excellent interpersonal, written, and oral communications skills.
- Must be proficient with Microsoft Suite.

Qualifications:

- Bachelor's degree preferred.
- Minimum of 2 years of demonstrated successful experience in program development for youth.
- Must pass a background check.

Salary Range: \$20,000 to \$25,000

Awesome Ambitions is an Equal Opportunity Employer.