



The Braddock Carnegie Library Association's mission is to provide reliable access to resources that engage compassionate and creative neighbors for the community it serves.

<b>Job Description:</b>	<b>Program &amp; Partners Manager</b>
<b>Employee Classification:</b>	<b>Non-Exempt</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Wage Rate:</b>	<b>compensation in accordance with experience 20 hours/week with potential for future full time</b>

**SUMMARY:** The Program & Partners Manager is responsible for ensuring that Braddock Carnegie Library Association (BCLA) programs are aligned with our mission, vision and neighborhood-centered methodology. Success of these programs is determined by quality program administration: managing budgets, coordinating staff and space, collecting data, communication within and outside the organization, and directing the services that our programs are designed to provide.

#### **ESSENTIAL DUTIES/RESPONSIBILITIES**

- Strong sense of project management and ability to carry out skillful administration utilizing multiple communication and learning styles.
- Developing and implementing all BCLA program guidelines and policies with the purpose of ensuring compliance with all funding regulations, as well as maintaining alignment with BCLA's mission and offering neighborhood-centered innovative programming.
- Work closely with the applicable BCLA staff to support program creation and implementation.
- Create and maintain BCLA wide public program calendar, online calendar and applicable outreach materials.
- Monitor the effectiveness of programs, adjusting as needed, building/implementing systems for evaluation and support BCLA staff in program development.
- Work with community partners to coordinate and develop programming.
- Recruitment, training, scheduling, and evaluation of program employees and contractors; work with other BCLA management on internal staffing.
- Work with Executive Director to ensure program budgets are approved and documented and any purchases are approved before program proceeds.
- Developing multiple pathways for BCLA's programs to emerge out of our neighborhood-centered criteria, while connecting regional resources to the neighborhoods and people of the BCLA.
- Create and implement outreach strategies with support of various staff.

#### **Education and/or Experience**

- 3 years of applicable experience in management, neighborhood-centered arts, educational and cultural, and intergenerational programming.

#### **Core Competencies**

- Effectively communicate (multiple communication styles) with general public and staff. Ability to identify and communicate any issues affecting the BCLA.



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- Experience in engaging with multiple communities: age groups, abilities, cultural, racial, economic, and social experiences.
- Understands the mission of the BCLA and has the ability to define problems, establish facts, exhibit unbiased judgment and initiative in the development, implementation, and evaluation of goals, policies and procedures, and programs for the BCLA.
- Exhibits dependability on the job with respect to being conscientious, thorough, and reliable in achieving the BCLA's goals and the needs of the organization; this includes being available and responsive to issues and concerns as they develop.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies from quiet to very noisy.