

## Program Manager

A Harrisburg-based non-profit human services agency seeks a dynamic and experienced Program Manager. This position involves a high degree of responsibility for the overall administration of multiple services within the assigned program. The Program Manager must be an effective communicator, an adept and tactical scheduler, and an agile multi-tasker. The top candidate will have an ability to handle sensitive and confidential information, prioritize competing work and deadlines, and produce highly accurate work. This Manager will join with other organization staff in developing an annual budget that aligns with the strategic plan and organizational needs, enabling the organization to accomplish its mission.

### Here's what being a Program Manager looks like. You will...

Oversee the recruitment, training, supervision of, and provide high quality support to, personnel involved in the operation of assigned programs and activities.

In cooperation with the Fund Development team, prepare and process grant applications, funding packages, work plans and budgets to maintain or establish appropriate programs.

Manage program and staff in accordance with program objectives and contractual requirements.

Maintain accurate and timely records; collect data and statistics on programs for the preparation of reports to be distributed internally and externally.

Provide assistance with complex cases and issues.

Implement and maintain continuous quality improvement for all program activities.

Know and understand the program and financial requirements of each grant/contract assigned.

Speak at public and private engagements on behalf of the organization.

**Occasional evenings and weekends required, this position pays equivalent to \$40k plus annually; with paid time off and excellent medical benefits.**

**And here is what you'll need:** Bachelor's Degree in Human Services related field with 3 years demonstrated program management and supervisory experience. Willingness to travel within local region daily. Clearances upon hire.

**Interested and think you'd be a great fit for our team?**

**Submit your resume or stop by to submit an application Monday - Friday 9am - 4pm.**

**Tri County Community Action**  
**1514 Derry Street, Harrisburg, Pennsylvania 17104**  
**or via e-mail: [Careers@cactricounty.org](mailto:Careers@cactricounty.org)**