

SAVE – Suicide Awareness Voices of Education

7900 Xerxes Ave. S., Suite 810

Bloomington, MN 55431

JOB TITLE: Program Manager

GRADE: Not Applicable

JOB STATUS: Non-Exempt

LOCATION: Bloomington Office

DEPARTMENT:

APPROVED BY: Executive Director

REPORTS TO: Executive Director

DATE: September, 2021

HOURS: 8:00 AM TO 5:00 PM (40 Hours/week, some evening & weekend required)

SCOPE OF POSITION:

The Program Manager is responsible for supporting SAVE in developing, planning, implementing and evaluating new and existing programs.

PRIMARY RESPONSIBILITIES:

- Manage and develop short and long-term plans for the SAVE programs, monitor progress, and evaluate program outcomes.
- Implement new and existing awareness of education and awareness programming for SAVE.
- Organize in-person and virtual consultation meetings with partners and individuals to promote programs.
- Develop content, conceptualize artwork and work with internal and external vendors to create program materials.
- Investigate and build upon existing list of marketing and community engagement opportunities to promote new and existing programs.
- Perform other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Promote the mission, cause and values of SAVE.
- Commitment to a productive work environment.

EDUCATION AND EXPERIENCE:

- MA degree preferred, BA and Associate degrees will be considered
- Proficiency in Microsoft Office products including Outlook, PowerPoint, Word, Excel and Access

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and interest in suicide prevention or mental health issues

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- Comfortable reaching out to stakeholders in the community to complete program requirements
- Ability to function independently.
- Ability to communicate complex and sensitive information effectively.
- Must have working knowledge of an office environment.
- Ability to exercise discretion and professionalism.
- Must have a good understanding of customer care procedures.
- Ability to multi-task and work with a diverse group of people.
- Strong oral and written communication skills.
- Attention to detail.
- Strong organization skills and ability to prioritize.
- Familiarity with online tools (websites, social media, etc.).
- Willingness to work collaboratively.

COMPENSATION:

Salary range \$50,000 - \$55,000 depending on qualifications