Everybody Wins! Iowa  
Program Manager  
Job Status: Full Time/Exempt

Summary of Position:  
The Program Manager of Everybody Wins! Iowa is charged with coordinating programming to achieve the mission of Everybody Wins! Iowa: To increase children’s success in school through reading and mentoring experiences with caring volunteers. The Program Manager will be responsible for the overall quality and management of programmatic operations and assists the Executive Director with development and management of the organization needed to realize goals set forth in the strategic plan. These responsibilities include, but are not limited to:

Management:  
• Programming  
  ➢ Apprise Executive Director of program and project status  
  ➢ Assist with office operations and management  
  ➢ Maintain all program inventory and equipment; solicit in-kind when possible  
  ➢ Maintain database records for program operations  
  ➢ Produce monthly, quarterly, annual, and as needed data reports  
  ➢ Verify mentor, volunteer, and intern service hours monthly  
  ➢ Develop all teacher, mentor, student evaluations, gather, analyze, and evaluate data, and compile annual evaluation reports  
  ➢ Attend workshops, events, and training seminars as necessary  
• Staff:  
  ➢ Recruit, train and supervise staff, including but not limited to office support staff, site coordinators, AmeriCorps members and college/high school interns  
  ➢ Communicate program information to staff  
  ➢ Coordinate and provide oversight of mentor and staff orientation and training; conduct weekly office team meetings and monthly staff meetings  
  ➢ Supply Site Coordinators with ongoing tools and materials needed for program operations  
  ➢ Make program site visits to assess efficiency and effectiveness of program operations  
  ➢ Collect and verify staff hours and compile monthly reports  
• Volunteers:  
  ➢ Assist site coordinators or volunteer manager with orientation for all mentors before they are matched with students  
  ➢ Assist in maintaining program partnerships—school staff, employers of mentors, board members, funders, etc.  
  ➢ Assist in ongoing recruitment, coordination, and onboarding of mentors/volunteers/interns  
• Schools:  
  ➢ Schedule and conduct evaluation and planning meetings with school administration at the end of each school year and again in late summer, if needed  
  ➢ Maintain active and positive relationships with teachers, principals and other school staff  

Communications and Development:  
➢ Assist with writing and managing communications via Constant Contact (newsletters and special event notices)  
➢ Manage website and social media posts  
➢ Work with other staff, interns, and Executive Director to ensure consistency in all marketing and public relations communications  
➢ Assist with managing donor stewardship including timely acknowledgments, management of e-Tapestry data and reports  
➢ Assist with fundraising appeals and events

Required skills:  
• Must be detail oriented and able to multi-task  
• Excellent written and oral communication expertise  
• Proficiency in Microsoft Office Programs (Word and Excel), Google docs, and email systems
• Database management experience
• Ability to manage people and build relationships
• Expertise with various forms of social media, including Facebook and Constant Contact
• Ability to perform other work related responsibilities as assigned by the Executive Director

Pay Range:
Annual salary of $22,500-28,000, commensurate with experience and qualifications.

Qualifications Requirements:
• Four year degree from an accredited college or university required with background in human services, education, childhood development, business, or non-profit management
• Effective interpersonal skills (including oral and written communication) particularly with elementary, aged students. Also must possess the ability to deal effectively with educators, administrators, other school staff, volunteers, program staff, board members, parents, and other community representatives
• Experience in leading and problem solving
• Working knowledge of the physical, cognitive, emotional and social development needs of elementary school aged youth
• Ability to use basic electronic tools to design educational rubrics and assess outcomes
• Experience in human resources development including the recruitment, supervision, and overall management of staff, volunteers, and interns
• Basic computer skills required and familiarity with Microsoft Office and Google systems preferred
• Ability to pass all mandatory checks including criminal records and background, valid driver’s license and clean driving record

Relationships:
Internal: Reports to Executive Director and maintains close, daily contact with Executive Director, Volunteer Manager, program staff, and volunteers to interpret and explain program objectives and standards, discuss issues, and provide/receive information. Maintain consistent and regular contact with sight coordinators and semi-monthly contact with board members and board committee work.

External: Maintain contact with funders, consultants, organizations, school staff, and general public to achieve program goals and objectives, manage costs, share information, and improve program.

Physical Demands:

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<tr>
<th></th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<tbody>
<tr>
<td>A. Standing</td>
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<tr>
<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Reaching/Pushing/Pulling</td>
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<td>F. Climbing/Stairs</td>
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<td>G. Driving</td>
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<tr>
<td>H. Lifting (25 lbs)</td>
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I. Carrying (25 feet) X

J. Manual Dexterity Tasks

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<tr>
<th>Task</th>
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<tr>
<td>Telephone</td>
<td>X</td>
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<tr>
<td>Computer</td>
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<tr>
<td>Other: Sorting, distributing, and inventory of books and other program supplies</td>
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K. Working Conditions

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<tr>
<th>Condition</th>
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<tr>
<td>Inside</td>
<td>X</td>
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<tr>
<td>Outside</td>
<td>X</td>
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<tr>
<td>Extremes of Temperature/Humidity</td>
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**Physical Requirements/Work Environment:**
Work requires ability to function in both an administrative office and school program areas, some lifting and physical activity required.

**Disclaimer:**
All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

**Additional Information**
Position is full-time weekday hours 9 AM – 5:00 PM. Some weekends/evenings may be required.

**Employment Information**
Everybody Wins! Iowa is an Equal Employment Opportunity Employer as well as a drug-free and smoke-free employer.

A post-offer employment background check will be conducted.

Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations to qualified individuals upon request, and conduct all activities in fully accessible settings.

**Application Instructions**
Please e-mail resume and cover letter to:
Karen Ligas, Executive Director
Everybody Wins! Iowa
P.O. Box 691
Des Moines, Iowa 50303
statedirector@everybodywinsiowa.org
Tel: 515-277-7590 Fax: 515-242-8465

**Information about Everybody Wins! Iowa:**
Everybody Wins! Iowa is a youth reading and mentoring nonprofit organization that strives to increase children’s success in school and life through one-to-one reading and mentoring experiences with caring volunteers. Power Lunch is our signature literacy and mentoring program in which elementary school students are matched with volunteers from businesses, organizations, seniors and others. Volunteer reading mentors promote reading for pleasure by reading aloud with the students, sharing favorite stories, and talking about books. Volunteer reading mentors are also role models who enhance students’ self-esteem and encourage their success through consistent, positive weekly interactions.