

**JOB TITLE: Program Manager (100%)**

**DEPARTMENT: Community Convening & Social Justice**

**REPORTS TO: VP of Community Convening & Social Justice**

**FLSA STATUS: Exempt**

**DATE: October 2022**

**SEND RESUME: humanresources@urbanleagueok.org**

**RESPONSIBILITIES:**

* Supervises Business Consultants who will provide expertise for all program clients.
* Ensures all programmatic deliverables for the HERE@UrbanLeague Business Center.
* Works with Community Spoke Partners (African American, Latino, Native American, and Asian American) to recruit an inaugural class of diverse entrepreneurs.
* Manages Community Spoke Partners (spokes are community ambassadors that ensure we deliver a culturally appropriate program).
* Works with Community Spoke Partners and Project Consultants to establish teams of minority business owners or program participants that can bid on large projects.
* Establishes and administers a small business training course which will include content development and staffing instructors or guest lecturers for the training course.
* Develops mentorship events for minority suppliers to be matched and connect with the seasoned business owner for one-to-one coaching and support.
* Works with the Lead for Strategic Networks, Community Collaborations & Partnerships, and Director of Integrated Programs on action items related to project deliverables, staffing, budget, and documentation requirements.
* Updates the HERE@UrbanLeague Business Center leadership team on the progress and possible obstacles facing the project.
* Implements regular assessment and quality assurance tests for the project.
* Work with Data Quality Coordinator to report ongoing engagement and support provided to clients as they attend training, receive counseling, apply for and earn certification, bonding, and loan procurements, track dollar amounts of bonding and loan procurements, jobs created, and client service feedback data to ensure clients are tracked as they meet project outcomes.
* Prepare progress reports (data entry), written and/or oral, as required.
* Assist in preparing, submitting, and researching grants and other funding opportunities as related to the agency’s/department’s mission.
* Meet the annual objectives/ goals of the program’s United Way Agency profile.
* Track clients’ services, progress and results in agency’s outcomes data management tool.