



cornerstone family programs & morristown neighborhood house

Better Lives, Stronger Communities

Job Title: Program Manager, Operation Sisterhood
Department: Veteran Program
Reports To: Director of Volunteers and Programs
Classification: Part-Time (up to 20 hours per week), Non-Exempt

Summary

Program Manager for Operation Sisterhood is responsible for managing and growing services for female veterans and military family members according to our program's hallmark, Identify, Connect and Serve. Together with the Program Social Worker, will co-lead peer to peer support groups. Additionally, this position is responsible for program development and engaging community stake holders to serve the needs of our service members (veterans and active duty) and their families. Enhancing the delivery of services to our military population through collaboration and developing initiatives to meet those needs is an integral part of this position.

Duties and Responsibilities

- Plan for immediate and long -term program direction for the female veterans program
- Serve as Chairperson for the Cornerstone Family Programs/Morris and Sussex County Military Advisory Council, currently representing 100+ organizations
- Identify and engage groups and associations that advocate for service member's needs
- Advocate with the VA
- Attend relevant county and state meetings and leverage relationships within the military community
- Create and implement outreach activities, community educational groups and special projects
- Manage implementation and execution of grant-funded programs, reporting requirements and assist in grant process
- Maintain strong program and outcome metrics
- Manage all social media channels for Operation Sisterhood
- Oversee all program-related marketing functions
- Perform other related duties as assigned

Qualifications

- Military background
- Supervisory experience
- Proficiency with Microsoft Word, Excel, Power Point and Outlook
- Availability to attend events and meetings outside of normal business hours
- Valid drivers license and personal automobile for conducting agency business

Competencies

- Organizational Support-Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Written Communication-Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

- Professionalism-Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Attendance/Punctuality-Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands and Work Environment

- Frequently required to stand
- Frequently required to walk
- Continually required to sit
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information and/or use a keyboard
- Occasionally required to lift/push/carry items less than 25 pounds