

## JOB DESCRIPTION – PROGRAM MANAGER

The City of Bakersfield recently launched a Youth Jobs Program (hereafter known as ‘Program’) in partnership with the Kern Community Foundation and the CaliforniansForAll program. The Program aims to recruit hundreds of vulnerable local youth and place them in temporary paid positions that teach key skills and create meaningful career pathways. The youth will work for the City of Bakersfield or local nonprofit organizations focused on public service and regional prosperity.

**JOB TITLE:** Program Manager (PM)

**JOB DATES:** October 31, 2022 through October 30, 2026 (or completion of Program)

**JOB SUMMARY:** The Program Manager is responsible for the development and success of the Program. The PM will: Coordinate work duties of the Human Resources Specialist and two Program Specialists; understand and track Program budget for City and State stakeholders; develop and execute strategies and operations for Program components; represent the Program to community stakeholders and partners and at public events; work closely with City staff and partner nonprofit organizations; provide input and content for social media; lead recruitment activities for youth and partner nonprofit organizations; demonstrate and develop an understanding of the unique needs of vulnerable youth; and perform other duties for the Program or Kern Community Foundation as required. The PM will report to the Kern Community Foundation CEO.

**JOB SALARY RANGE:** \$70-75,000 annually, plus benefits. Benefits include group health care coverage, accrued paid time off, and transportation reimbursement.

### ESSENTIAL DUTIES:

- Coordinates activities for Program staff;
- Serves as liaison between the Program, City of Bakersfield, Kern Community Foundation, and other stakeholders;
- Creates strategies and plans for Program components;
- Documents processes and workflow;
- Identifies and maintains relationships with partner nonprofit organizations;
- Answers routine correspondence and questions relating to the Program;
- Assists with media inquiries;
- Tracks and organizes data for Program reporting and oversight;
- Prepares written reports and recommendations;
- Plans and executes public events;
- Oversees professional development workshops;
- Coordinates activities with other departments or external agencies as required; and
- Other duties for the Program, City, and Kern Community Foundation as required.

## MINIMUM QUALIFICATIONS:

### Training and Experience

- Graduation from an accredited college or university with a degree in Public or Business Administration, or a related field; and
- Three (3) years of experience in project or program management or
- Five (5) years of experience working for a nonprofit organization.

### Knowledge of

- Principles of project management;
- Staggered personnel management consisting of multiple overlapping cohorts;
- Related computer software and applications;
- Research and statistical methods;
- Research, data gathering, and report writing methods and technique;
- Computer-based project management, data management, and analysis systems and principles;
- Nonprofit and service organizations;
- Basics of City of Bakersfield government structure

### Ability to

- Work professionally with eligible youth;
- Manage Program staff;
- Gather and translate data;
- Communicate effectively and write clear, concise reports;
- Develop and maintain effective working relationships;
- Maintain accurate records and files;
- Plan, organize, and recommend programs and related activities;
- Establish and maintain a variety of personnel and related records requiring confidentiality and security;
- Apply and explain applicable codes and regulations;
- Effectively present information to individuals and groups.

TO APPLY: Please send a resume and cover letter to [jobs@kernfoundation.org](mailto:jobs@kernfoundation.org). Please place the position title in the subject line.