



Full-Time Program Manager

Reports to: Executive Director, Janelle Irwin

Overall Objective: Support and Assist the mission and vision of Hang Tough Foundation. Works directly with families while providing care, programs, and events.

Responsibilities:

1. Build relationships and foster communication between clients and their families to provide for their needs.
2. Represent Hang Tough Foundation in the community and actively seek partnerships; to include program community partnerships and referring organizations.
3. Work directly with Community Partnerships to provide services to families.
4. Help organize family contact information in database.
5. Solicit the financial or in-kind support of others, including employees and friends, in addition to my personal contribution.
6. Help identify and recruit volunteers or committee members.
7. Lead/Assist Family Relations Team in developing and planning programs, such as but not limited to:
 - a. Support groups
 - b. Family Fun Events
 - c. Parent's Night Out
 - d. Teen Hangouts
 - e. Tutoring Services
 - f. Sidekick's Day
 - g. Santa Day
 - h. School Supply Drive
 - i. Any additional new programs as deemed necessary
8. Work with Board to identify/maintain ways to benefit and serve local families.
9. Serve on any additional committees as agreed upon.

Time Commitment: Full-Time (40) hours a week