



Jacob's Chance Program/Office Manager

Position Description

Jacob's Chance is looking for a hard-working, community oriented person to join the Jacob's Chance team as a program and office manager!

Program Support:

- Prepare for and support the execution of programs such as, but not limited to, day enrichment programs, social clubs, River City Buddy Ball, Adventures, Inclusive Fitness & Health, and summer camps
- Assist with planning and implementing special events and fundraising events
- Support program instructors, families, and participants by attending and assisting with the facilitation of programs as needed
- Represent and advocate for the organization by attending resource fairs and other special events (can include evenings and weekends)
- Collaborate with the staff to evaluate programs and develop new programs which will contribute to the growth of the organization
- Assist with purchasing and gathering supplies for various programs as needed
- Work flexible hours, including evenings and weekends, in order to execute programs
- This position reports to the Program Director

Administrative Office Duties:

- Communicate and correspond with families regarding upcoming events/programs
- Collaborate with the Executive Director and Program Director to maintain and update the Jacob's Chance website, social media pages, and weekly newsletters with new information as needed
- Support new and experienced volunteers by offering guidance and maintaining relationships
- Organize and track program attendance
- Have a clear understanding on use and function of the organization's donor relations program
- Create and manage online registration forms
- Organize the planning for, sales of, and distribution of the organization's merchandise
- Other duties as assigned

Education and/or Experience:

- Must possess a high school diploma or GED
- Previous experience working with people with disabilities preferred



The Jacob's Chance Program Manager will be expected to possess the following qualifications:

- Proficient in usage of Microsoft software (word processing, spreadsheet, presentation software) and Google Drive
- Highly organized, attentive to details, effective with time management, self-motivated, and possess multi-tasking skills
- Ability to work effectively in a partial virtual environment
- Must demonstrate effective knowledge of and be sensitive to the needs of a diverse population
- Ability to work well with others and independently with minimal supervision
- Ability to communicate effectively and accurately in oral and written language
- Must own reliable transportation required to travel throughout the day as needed
- Enthusiastic with a strong work ethic and positive attitude and interest in giving back to the RVA community through a nonprofit
- Ability to be flexible with change in schedule
- Preferred start date: March 1, 2024 (or earlier)

Physical Requirements

- Position requires some local travel
- Ability to lift and carry sports equipment, move tables and chairs, and transport boxes and materials
- Possess adequate vision, hearing and manual dexterity to interact with people with disabilities in person, on the computer, and in writing
- Maintain emotional control under stress
- Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular lifting as needed

Time Commitment: Full time, 40 hours. Most hours will be spent in person at programs or in the office. Some remote work may occur as permitted by the Executive Director

Compensation:

- Hourly pay starting at \$20/hour. Hourly rate negotiable based on experience and qualifications
- Monthly mileage reimbursement
- Retirement benefits available after 1 year

Conditions of Employment:

Offers of employment are contingent upon completion of a background investigation including a criminal background check, demonstrating your eligibility for employment with Jacob's Chance in its sole discretion.

Equal Employment Opportunity:

Jacob's Chance is an equal employment, equal access, equal educational opportunity, and affirmative action program. It is the policy and practice of our institution to recruit, hire, train, promote, retain, and educate persons without regard to race, color, national or ethnic origin, age, disability, sex/gender, religion, sexual orientation, gender identity, genetic information, or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, ADA, Sections 503 and 504 of the Rehabilitation Act, AREA, and Executive Order 11246).

To apply: Please send updated resume and cover letter to Kate Mardigian, Executive Director, at info@jacobschance.org