



## JOB DESCRIPTION

POSITION: Program Manager CLUB CHIPS

STATUS: Part-time

REPORTS TO: President and CEO

SUPERVISES: CLUB CHIPS Program Coordinator

**General Description:** Administer, develop, and support the CLUB CHIPS program for youth as an integral component of the health education and community outreach program of the organization. This position will function as a member of the Management Team.

### Duties:

- Publicize CLUB CHIPS and recruit qualified, entry-level high school students to apply for program
- Develop marketing and publicity plan for touring CLUB CHIPS presentations to community sites
- With Director of Operations, participate in fund-raising and grant-writing efforts for CLUB CHIPS.
- With the Program Coordinator, review and update age appropriate program curriculum
- With Program Coordinator, identify and secure facilitators/consultants/artists for training sessions
- Maintain a schedule of professional trainers for designated curricula
- Maintain schedule of CLUB CHIPS performances with community sites and organize transportation for CLUB CHIPS performers
- With Program Coordinator, develop tools to evaluate CLUB CHIPS programs and oversee administration, measuring impact on student performers and on audiences
- Identify new opportunities for intergenerational residency programs, other innovative programs that support CHIPS health education goals
- With Program Coordinator, case manage past and current CLUB CHIPS participants by tracking academic progress, goal attainment, health status, and referrals for outside support as needed.

### Qualifications:

- Bachelor's degree or equivalent work experience required in: arts management, business, health education or social sciences major desirable
- Excellent organizational, communication, research, and writing skills essential
- Knowledge and experience with grant writing, identifying prospective funding sources
- Knowledge and experience with developing, administering evaluations, and analyzing evaluation data
- Ability to establish new relationships with schools, churches, social organizations as sites for CLUB CHIPS presentations
- Flexibility in job schedule essential, approximately 20 hours per week

This activity is financed in part through an allocation of Community Development Block Grant funds from the Department of Housing and Urban Development and the City of St. Louis' Community Development Administration.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin.

### Please send resume to:

Operations Office, CHIPS Health and Wellness Center, 2431 N. Grand Blvd. St. Louis, 63106. Or email to: [info@chipsstl.org](mailto:info@chipsstl.org)

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