

Job Title	Program Manager-Community Programs
Employer/ Agency	CarePartners
Job Description	<p>About Us At CarePartners, we believe in creating communities where caregivers, individuals with dementia and older adults have access to compassionate care and meaningful connections. Our programs provide education, support and care to older adults, individuals with dementia and their family caregivers. We are seeking a dynamic and innovative Program Manager to lead our community programs, ensuring they deliver measurable impact.</p> <p>CarePartners seeks an innovative and resourceful Program Manager to lead and elevate our community-based programs. This role will oversee the planning, execution, and evaluation of our community-based programs. This role offers the opportunity to collaborate with diverse partners, lead innovative initiatives, and build lasting relationships that enhance program delivery and outreach.</p> <p>Key Responsibilities: Program Leadership: Coordinate operations of community programs, ensuring timelines, budgets, and specifications are met. Data-Driven Impact: Design and maintain tracking systems to monitor program success, including attendance, volunteer engagement, and participant feedback. Community Partnerships: Cultivate and manage relationships with local organizations, agencies, and stakeholders to expand program reach and effectiveness. Volunteer Engagement: Implement a robust volunteer management strategy to recruit, train, and retain dedicated volunteers. Continuous Improvement: Conduct regular program evaluations, analyze feedback, and identify opportunities for enhancement to meet evolving community needs.</p>
Qualifications	<p>Qualifications: Education & Experience: A Bachelor’s degree or equivalent combination of education and experience, with 1-2 years in program management or a similar role. Technical Skills: Proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with client management systems for data entry and reporting. Leadership & Communication: Strong verbal and written communication skills, proven ability to inspire teams and engage stakeholders. Problem-Solving: A resourceful, strategic thinker who can address challenges and drive results. Adaptability: Comfortable managing competing priorities and navigating change in a dynamic environment. Supervisory Responsibilities: The Program Manager will directly supervise one or more employees, including interviewing, hiring, training, and performance management.</p>

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City, State, Zip	Houston, TX 77025
Contact Person	Andrea Williams, MPH VP of Programs
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Application Method	Email Resume and Cover Letter to awilliams@carepartnerstexas.org
Opening Date	Immediately

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