



Big Brothers Big Sisters Columbia Northwest

Big Futures Program Manager

BBBSCNW believes that diversity, equity, and inclusion among our colleagues is critical to our success as a social change organization and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. Our goal is to be a workforce that is representative of the communities we serve.

BIG Futures Program Manager will lead the design, build, and implementation of a workplace mentoring program that spans across K-12 schools in the BBBS service area. The role works in direct collaboration with the College & Career Zone Program Manager to build, manage, and refine the BIG Futures curriculum. Additionally, the role works closely with the Development Team to secure corporate partner sites and promote additional career readiness mentoring options to increase corporate engagement.

The BIG Futures Program Manager will lead and manage a team of direct reports in alignment with the BBBS vision and mission, and to ***fulfill the value proposition that every Little graduates from high school with a next destination plan.*** As a program and people leader this role offers direction, fosters accountability, and ensures program quality and delivery with a focus on youth development and corporate engagement.

The BIG Futures Program Manager will engage with a variety of stakeholders and audiences and have experience with programs focused on helping youth transition to post-secondary opportunities. The role includes interaction with

The ideal candidate will be skilled at stakeholder management, adaptable to changing environments, and able to leverage strong situational judgment, empathy, and emotional intelligence to grow the program, and motivate people and organizations to fully engage and participate in the value proposition. Additionally, the candidate must demonstrate a spirit of customer service, exceptional organizational skills, curiosity, and a growth mindset to bring clarity to ambiguous or complex situations. This person must demonstrate a strong belief in the power of mentoring to ignite youth potential toward their biggest possible futures.

JOB RESPONSIBILITIES:

- Incorporate Justice, Equity, Diversity, and Inclusion (JEDI) throughout the entire scope of work
- Design, build, and maintain the K-12 BIG Futures mentoring program
- Engage K-12 schools to understand needs; assess the viability of partnership, and design in alignment with BBBS capacity and resources
- Collaborate with BBBS Recruitment Team to create and launch K-12 recruitment strategies
- Partner with the Development Team to identify and assess company fit for BIG Futures partnership; support the outreach and promotion of the menu of engagement options
- Support the onboarding of corporate partners for BIG Futures in partnership with the Development

Team

- Lead and oversee the BIG Futures Process Flow; recruitment – match support
- Collaborate with the EMS Team to facilitate the application and enrollment of families, Littles, and Bigs
- Partner with the College & Career Zone Program Manager to develop age-appropriate career exploration and readiness content for BIG Futures
- Utilize the customized Oregon CIS software system that serves as the repository and curriculum hub for all career exploration and readiness content
- Work with Development Team to create and execute corporate engagement options in support of youth career readiness
- Work with the Development Team to identify and apply for grants and financial support for BIG Futures
- Partner with BBBS recruitment efforts to engage parents and families to promote BIG Futures
- Collaborate with the College & Career Zone Program Manager to train company partner employees on BIG Futures career exploration and readiness content
- Develop and adjust career exploration and readiness curriculum, specifically to include local industry needs in support of Oregon workforce development goals
- Build partnerships with relevant organizations within Oregon to optimize resources, increase efficiencies, and evolve BIG Futures (e.g., workforce development)
- Create assessment plans to measure learning and outcomes
- Collection and optimization of data to inform practices and ongoing program changes
- Maintain professional skills via membership and engagement in regional and/or national professional associations (OCDA/NCDA, MPACE/NACE, C3, workforce development, etc.)
- As program expands, directly manage 3 – 5 BIG Futures Specialists

JOB REQUIREMENTS:

- Passion for the mission and values of BBBS; alignment with the organization's values and BIG Futures Mentoring value proposition
- 4+ years' experience in direct service, youth development programs with increasing responsibilities; knowledge of child safety and mandated reporter protocols
- Experience developing and managing relationships with youth; demonstrated experience engaging external partners to meet goals
- Relevant experience working with BIPOC (Black, Indigenous, and People of Color) communities
- Knowledge and demonstrated experience with intake processes, and case management skills; experience with conducting psycho-social interviews, a plus
- Documented Experience with child safety and mandatory reporting protocols, alignment with an asset-based approach to supporting young people and volunteers
- Proficient in MS Office: Word, Excel, & Outlook; experience using Salesforce and related software applications
- The candidate may demonstrate lived experience engaging BIPOC communities in work that is highly relevant to this position in lieu of other credentials
- Evenings and weekend work required as needed

What we offer:

- Approved flexible hybrid work schedule
- Annual Salary Range \$50,000 - \$55,000 Exempt
- 100% employer-covered Medical, Dental, Vision and Life Insurance for employee
- Generous Paid Time Off, plus 9 holidays per year (floating as needed)

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Contents may be subject to change at any time to meet the needs of the organization.

Interested? Apply now!

Please email resume and cover letter to HR@bbbsnorthwest.org. Due to the high volume of responses anticipated, we will only respond to candidates who are under consideration. No phone calls please. For more information about us, please visit: <https://itsbigtime.org/>.

We can't wait to meet you!

Equal Opportunity Employer:

At Big Brothers Big Sisters Columbia Northwest (BBBSCNW), we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and colleagues without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.

BBBSCNW is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.