



## Program Manager

The Autism Society San Diego is the voice and resource for the autism community. We provide fun, engaging, supportive, and educational opportunities for individuals with autism. The Program Manager will be responsible for planning, maintaining, and expanding the Autism Society San Diego (ASSD) community programs. If you're seeking a career where you can make a difference in the autism community, we invite you to join us.

### **Program Director objectives include:**

- Manage existing social recreation and aquatics programs and identify opportunities for expansion of these programs.
- Develop and set goals for programs according to the strategic objectives of the ASSD.
- Plan the programs from start to completion involving deadlines, registration, implementation, budgeting, and follow-up.
- Identify funds and grants to support and expand programs.

### **Responsibilities:**

- Develop budgets and operational procedures.
- Verify memberships for participants and distribute registration forms.
- Maintain the swim lesson waitlist and keep Swimming with Autism San Diego website updated.
- Support monthly pool parties and AWARE dance parties.
- Respond to all questions and email inquiries related to camp and swim lesson programs.
- Develop evaluation strategies to monitor performance and determine the need for improvements of the programs, camp sites, and swim sites.

- Supervise all staff involved to provide feedback and resolve issues.
- Maintain existing relationships. Identify and develop new relationships with partner organizations for expansion opportunities.
- Ensure program operations and activities adhere to legal guidelines and internal policies.
- Keep the Executive Director and Board of Directors informed with detailed and accurate reports or presentations.

## **Required Skills:**

- Thorough understanding of project/program management techniques and methods.
- Knowledge of performance evaluation techniques and key metrics.
- Knowledge of data analysis, reporting and budgeting.
- Working knowledge of MS office and program management software.
- A business acumen with a strategic ability.
- Excellent organizational and leadership skills.
- Excellent communication and presentation skills.

## **Preferred Skills:**

- Proven experience as program director or other managerial position.
- Previous experience with autism or developmental disability programs.
- Previous camp counselor or camp management experience.
- Bilingual/Spanish speaking.
- Grant writing and fundraising experience.

## **How To Apply**

- Email your resume to [andrea@autismsocietysandiego.org](mailto:andrea@autismsocietysandiego.org)