



## Chief Program Officer

Job Title:	Chief Program Officer	Supervisor	Executive Director
Location:	PTM-wide	Position Type:	Level I
Salary/Wage:	\$63,000	Exempt/Nonexempt:	Exempt
Benefits	Health	Posting Expires:	

The Chief Program Officer will be responsible for overseeing all programming (K-13<sup>th</sup> grade) within Preston Taylor Ministries (PTM) ensuring significant opportunities for involved children to experience “joy-filled friendships” and to pursue their “God-inspired dreams.” Embracing PTM’s Christ-centered mission, the Chief Program Officer, will represent PTM to PTM children and their families, volunteers, potential volunteers, and supporters. He or she will do this by demonstrating a love for God that is evident in his or her lifestyle whether or not he or she is at PTM.

### Roles and Responsibilities

- I. Directly supervise all program areas and program directors to facilitate excellent and consistent programming and lead to fulfillment of PTM’s primary goal of student connectedness.
  - Direct reports include: McGruder Center Program Director, PTM East Program Director, High School and Thrive Director, and Community House Program Director
  - Ensure PTM has an active and vibrant sports program (supervise Sports Director); (this responsibility phased in after six months)
  - Provide for meaningful group and individual counseling through social work interns (supervise Social Work Director); (phased in after six months)
  - Ensure high-quality literacy instruction across all PTM sites (supervise Literacy Director); (phased in after six months)
  - Promote and provide for enriching outings and experiences
  - Ensure meaningful mentoring programs that allow for students to have long-lasting joy-filled friendships with caring adults (supervise mentoring leaders)
  - Ensure engaging programming across all sites and programs that are in line with PTM’s mission, vision, core values, and core beliefs
  - Lead in the measurement and documentation of student connectedness to both tell PTM stories to stakeholders as well as to strengthen program delivery
  - Work with property manager and bus drivers to ensure safe transportation for all students
- II. Lead program areas and directors to integrate PTM-wide themes and practices.
  - Oversee the training program for all program staff to ensure opportunities for professional development and compliance with PTM training requirements
  - Lead an annual PTM-wide retreat for elementary, middle, and high school students
  - Provide for Rites of Passage events and opportunities for 4<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> graders
  - Ensure that all curriculum is in line with core beliefs and that all students are exposed to PTM’s core beliefs consistently
  - Oversee the recruitment and enrollment practices for all PTM students

- III. Recruit, motivate, and develop a well-trained program staff.
  - Assist in hiring process of key program personnel
  - Help ensure meaningful placement of volunteers, interns, and LEAPers across all programs
  - Provide thoughtful staff and volunteer training
  - Build relationships with existing and new community partners to increase student exposure to great opportunities
- IV. Serve as part of PTM's executive staff
  - Participate in the budget development process and maintain a high level of fiscal responsibility
  - Support advancement efforts through the promotion and execution of PTM's events and participation in grant proposals and reporting
  - In partnership with executive staff and Board of Directors, implement strategic plan, participate in strategic planning, and develop and implement initiatives that reflect the organization's mission and are laid out in current and future strategic plans
  - Represent PTM on relevant committees and task forces as well as at speaking engagements, conference panels and trainings
  - Other tasks as assigned

## Qualifications and Education Requirements

Bachelor's Degree or commensurate experience

8+ years of experience in youth development

2+ years of experience in Christian-based ministry

2+ years of experience working among a racially diverse (or racial minority) population of staff and youth

## Preferred Skills

Commercial Driver's License

CPR certified

## Additional Notes

This is a 40 hour per week position with some irregular scheduling. A typical week during the school year is Monday-Friday 12:00-7:00 with some weekend requirements. During the summer, a typical week is Monday-Friday from 8:30-4:30. Outside of programming hours, remote work is possible.

**Preston Taylor is an Equal Opportunity Employer**

**Women, minorities, and individuals with disabilities are encouraged to apply**