

THE PARENTING CENTER JOB POSTING

Position: Program Manager/Administrator

Programs: Healthy Marriage

Job Summary:

Develop and maintain goals and objectives of the Healthy Marriage initiative. Maintain a positive working relationship with the Healthy Marriage Healthy Family Coalition and the community through networking and collaboration. Initiate fund raising; grant writing, and public relations activities for the Healthy Marriage initiative. Oversee interactions with funding sources, be responsible for reports, billing, deliverables, budget, and other contract and funding requirements. Manage the Arlington office. Supervise the Healthy Marriage support staff.

Educational Requirement: Bachelors degree in human service field required (counseling, marriage and family therapy, business, social work, or a related field) master's degree preferred.

Certification and/or licensure: none required – professional certification or licensure preferred.

Experience: Must have supervisory/management experience in a social service setting, experience working with families, children, or couples.

Job Skills/Qualifications:

- Knowledge and experience in office management and program implementation.
- Knowledge or experience in providing marriage and relationship programs.
- Ability to fund raise, write grants, do public relations events in a variety of media .
- Good interpersonal skills.
- Ability to work under pressure and with deadlines.
- Excellent computer skills in Windows, Microsoft Word, Excel, and PowerPoint.
- Must have own transportation, a valid Texas driver's license and auto liability insurance.
- Ability to organize work and prioritize duties.
- Expertise in scheduling, organizing and implementing program events.
- Must be able to maintain confidentiality regarding clients and agency business.
- Must be able to make administrative level decisions.

Cover letter and resume to:

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