

BEAM Program Director

Job posted by: [Boys & Girls Clubs in New Jersey](#)

Job description

Reports To: Operations Director

Full-time

Summary:

This position has responsibility for the day-to day management, coordination and implementation of Phase 3 of the Breathe Easier with Asthma Management (BEAM) program, an initiative of The Horizon Foundation for New Jersey in collaboration with the Boys & Girls Clubs in New Jersey (BGCNJ), including training, program oversight, technical assistance, reporting and communications. The position will also have responsibility for further developing the program by enhancing program components and assisting in the recruitment of new program partners.

Qualifications

Education/Experience:

1. Requires a Bachelor's degree from an accredited college or university, preferably in Education, Social Work or a related field.
2. Requires a minimum of seven years of professional experience, preferably in the nonprofit field, including program management, reporting and relationship building.
3. A strong understanding of health field, as well as experience managing health programming preferred.

Skills:

Must possess excellent oral and written communication skills, leadership, decision-making, negotiation, and presentation/public speaking skills; program management background a must; comprehensive working knowledge of program planning, budgeting and operations; ability to comfortably work with all levels of staff both internally and externally; strong project management and organizational skills as well as the ability to manage multiple priorities and deadlines; excellent computer knowledge and applicable software; experience using social media, an ability to think analytically, manage change, work as a team; and possesses a demonstrated understanding of working with staff and youth.

Environmental and Working Conditions:

Primary office located in Clifton, New Jersey. Statewide travel (reimbursed) will be necessary including occasional evenings and weekends, depending upon scheduling needs. The individual selected for this position must possess and

maintain a valid driver's license, a reliable method of daily transportation, and be able to navigate areas of the state by using a map or other direction methods to urban or remote locations.

Physical and Mental Requirements:

High energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities. Superior interpersonal abilities. Ability to get along with diverse personalities, at all times displaying tact, maturity, and flexibility. Strong reasoning abilities and sound judgment. Physical requirements include sight, hearing, sitting for four plus hours per day. Skills essential for successful communications include speaking and writing.

Responsibilities:

The Breathe Easier with Asthma Management (BEAM) program's primary goal is to raise awareness about asthma and educate Boys & Girls Club members and their parents or caregivers about asthma and how best to manage it. Youth identified as having or being at risk of having asthma will be referred to a doctor for screening.

- 1) Provide day-to-day oversight of program to ensure goals and objectives are met.
- 2) Plan and implement the BEAM trainings to youth development staff including initial trainings, webinars, site visits and regular conference calls with local Club youth development staff.
- 3) Create and maintain BEAM manual and other required program documents for program staff.
- 4) Provide ongoing support and technical assistance to local youth development staff including monthly phone conversations, site visits with each participating Club site, and review of quarterly reporting.
- 5) Participate in weekly meetings with BGCNJ State Director and Operations Director
- 6) Serve as primary contact with The Horizon Foundation for New Jersey staff, including monthly conference calls for planning and to review program status.
- 7) Maintain ongoing contact with evaluators, review quarterly evaluation reports and follow up with State Director, Operations Director, Club Executives, and staff as needed.
- 8) Create monthly project reports for Operations Director.

- 9) Coordinate planning and implementation of internal launch event as well as external media events to broaden awareness of the program and the issue.
- 10) Assist in generating program communications, including development of a media toolkit for use by participating Club sites, monitoring BEAM communications and assisting with BEAM marketing and communications.
- 11) Evaluate and monitor Club performance in meeting objectives and requirements to ensure successful delivery of program.
- 12) Provide technical assistance and support to participating Club sites.
- 13) Assist Club sites in developing action plans should they fall behind on meeting program objectives and monitor improvement.
- 14) In compliance with BEAM budget, identify required program materials to be purchased and distribute to Club sites.
- 15) Collect data and complete midterm, annual and final reports.
- 16) Assist in further developing program components to take BEAM to the next stage
- 17) Assist in recruiting new program partners.
- 18) Represent BGCNJ at internal and external meetings, events, conferences, etc. when needed.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of independent contractor in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of independent contractor assigned to this job. This position is grant funded, and if grant funding were no longer available, the position would be eliminated. This position is not an employee of Boys & Girls Clubs in New Jersey, The Horizon Foundation for New Jersey or Horizon Blue Cross Blue Shield of New Jersey.

How to apply

To Apply: Please email cover letter and resume with "BEAM Program Director" in subject line to hr@bgcnj.org