

The Treehouse Program Manager oversees the core educational pillar of The Treehouse mission and cultivates a positive classroom environment for Treehouse moms. The Treehouse mission is: **To provide moms and babies a brighter future through sharing God's love, basic necessities, education, and genuine personal care.**

Hours: 28 - 32 hours/week

Skills required:

Administrative

- Facilitator recruitment and retention
- Budget management and reporting
- Supervision of Program interns
- Ability to plan and project program calendar up to a year in advance
- Collaboration with all staff
- Planning and management of incentive inventory

Marketing and Communication

- Clear internal and external communication (to include social media, newsletters, flyers)
- Creation and distribution of marketing material related to educational programming (Canva, Facebook, Instagram, Email)

Curriculum and Classroom Management

- Selection and implementation of curriculum that fulfills the Treehouse Pillars: Parenting, Healthy Relationships, Life Skills and Spiritual Growth
- Cultivation of a clean and welcoming environment for educational classes
- Scheduling of classes and facilitators, with a backup plan in case of cancelation
- Management of program budgets and reporting for grants

Genuine Personal Care

- Relationship building with clients and community connections
- One-on-one sessions when necessary
- Liaison to external resources for moms in need

Due to the sensitive nature of some clients' circumstances, a Program manager must be able to work in confidential settings, being respectful and resourceful, helping to connect clients to external resources.

Empathy, compassion, and boundaries are a must. Through our words and our actions, staff at The Treehouse hope to share God's love with every interaction.

Bachelor's Degree and/or relevant experience preferred.

Please send resume to jaleen@wichitatreehouse.org