



Program Assistant Manager

Responsibilities:

- Assist in carrying out the roles and responsibilities of the Program Manager
- Participate in training opportunities which support a better understanding of the roles and responsibilities of the manager.
- Engage with Program Manager in the mentoring process.
- Regularly attend local program management team meetings.
- Prior to transitioning into the Manager’s role, assume Manager’s roles and responsibilities, as needed, in his/her absence.
- Long term commitment requested. A one year minimum as Assistant Manager followed by three year minimum as Manager is desired.

Reporting Requirements

- Provide regular updates to local program manager and SOPA Field Director.

Local Program Additional Needs: