



Job Title:	Program Manager
Reports To:	Executive Director
Location:	Exton, PA
Salary:	\$18/hr
Position Type/Hours:	Part-time, Mon-Thur 9:30-12 plus additional hours/work from home as needed

About Prepared to Thrive

Prepared to Thrive is a nonprofit located in Exton, PA that serves children ages 0-5. Our mission is to ensure every child has the essentials they need to thrive. We provide diapers, clothing, gear and more to families in need in and around Chester County, PA.

Job Description

ROLE AND RESPONSIBILITIES

The Program Manager will handle the day-to-day operations of our Baby Essentials program, working in our office in the Exton Square Mall.

- Assemble client requests, such as clothing, diapers, formula, etc. Keep track of schedule so that items are ready for pickup at their requested time.
- Help track and maintain inventory in our office.
- Sort and organize donations.
- Compile monthly statistics on program and clients.
- Help coordinate and organize donation drives in the community.
- Utilize volunteers to assist with daily projects (like organizing office, sorting donations, etc).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelors Degree in social work or related field preferred.
 Experience working in a nonprofit or education field preferred.
 Organized; strong time management and communication skills.
 Must care deeply about our mission and show compassion and support to others.
 Must have clean background, criminal and child abuse clearances.
 Will require lifting items like strollers and car seats.
 Should be comfortable using Google Drive, with basic spreadsheet knowledge

PREFERRED SKILLS

Ability to communicate in English and Spanish is a plus but not required.