



Position Title: Program Manager

Category/FLSA Status: Non-exempt

Company: People Who Care (PWC) Children Association

Location: Pittsburg, CA and surrounding communities

Compensation: \$22.00 per hour

Benefits: 100% Health Insurance Premiums, Vision and Dental, Paid Time Off

Position Summary:

Founded in 2009, the People Who Care (PWC) Children Association is dedicated to empowering youth and young adults ages 12 to 21 to become productive citizens. We achieve this by promoting educational and vocational opportunities and providing training, mentorship, and support to overcome challenging circumstances. Our programs offer at-risk youth the tools and experiences needed to achieve success.

We are looking for a motivated, detail-oriented individual to join our team as a **Program Manager**. This Part-Time role is essential to the smooth operation of our programs, including the Clinical Success After-School Program, “Green” Jobs Training Program, and Community Service Outreach Programs. The ideal candidate will excel in program facilitation, youth engagement, and educational support, while also managing various administrative tasks. Please note that this position is contingent upon PWC securing additional funding for the fiscal year beyond February 2026. Further details will be discussed during the interview process.

Work Schedule:

- Part-time, approximately 20 hours per week, Monday to Friday, 2:00 pm – 6:00 pm
- Flexibility required to work occasional evenings and weekends
- On-site at PWC program locations, schools, partner sites, and the community

Primary Responsibilities include, but are not limited to:

- Plan, coordinate, and execute program projects, initiatives, curricula, and activities for youth, parents, and site staff.
- Assist with the organization and delivery of workshops, training sessions, community service projects, outings, and field trips.
- Maintain accurate records of participant information, program activities, and outcomes.
- Coordinate schedules, prepare for meetings, and manage documentation to support program operations.
- Develop communication materials, including newsletters, flyers, and social media content.
- Safely drive a 15-passenger van to transport program participants as needed.
- Supervise and engage with clients during daily activities, ensuring a safe and supportive environment.
- Build and maintain relationships with school administrators and teaching staff to facilitate program activities.
- Ensure compliance with site policies and track program delivery to meet organizational goals.

Job Requirements:

- High School Diploma required; College degree preferred
- Bilingual in Spanish a plus but not required
- Valid California driver's license with a clean driving record
- Ability to obtain required Class-B License (within probationary period)
- Ability to pass DOJ fingerprint clearance, post-job offer physical exam. As part of our commitment to protecting the health of our staff and the youth we serve, PWC requires new hires to provide proof of immunizations, including COVID-19, influenza, and other standard vaccinations (MMR, Tdap, Varicella).
- Drug testing might be required
- First Aid/CPR certification (provided by PWC)
- PWC complies with Title VII and California's FEHA
- Experience: 1-2 years of experience in a related field (e.g., youth development, mental health services, social work, or nonprofit program coordination) is preferred. Applicants with relevant coursework, academic training, or internships in these fields are also encouraged to apply.
- Strong computer skills, proficient in Apple/Mac operating systems, Microsoft Office, and Cloud computing
- Excellent communication, organizational, and time management skills
- Additional duties as assigned.

Physical Requirements:

This position requires the ability to operate phones, computers, and other office equipment, and the physical capability to perform light lifting. Work is performed in office, classroom, and community settings, with occasional travel to various locations in Pittsburg and surrounding communities. Ability to stand for extended periods and lift to 50 pounds as needed.

Why Join PWC?

At PWC, we celebrate diversity and are committed to creating an inclusive environment for all employees. This position offers hands-on experience in youth development, community engagement, and program management, with opportunities for professional growth and training provided by PWC.

How to Apply:

If you're passionate about making a difference in the lives of youth and meet the qualifications, we'd love to hear from you! Apply today to join our dedicated team and help empower the next generation of leaders. Please submit your Resume via email to PWC at pwccassociation@att.net with the Subject Line as "PWC Program Manager"