# UNIVERSITY OF MAINE

## JOB DESCRIPTION

**TITLE:** Program Manager

**DEPARTMENT:** Center on Aging

**DATE:** March 2024

**REPORTS TO:** Senior Program Manager, Center on Aging

**PURPOSE:** The Program Manager participates as a member of the Center on Aging professional team in developing, administering, and tracking research, evaluation, and related projects. This includes grant writing and fundraising; representation of the Center on Aging to funders and community partners; supervision of project staff; development of research and evaluation methodologies, protocols, and data collection instruments; analyzing qualitative and quantitative data; preparing and delivering research findings at conference programs; disseminating reports of research project experiences; and providing support for Center on Aging operations including IT support and grants management. This position will have significant responsibilities for implementing the Community Connector program.

# ESSENTIAL DUTIES/RESPONSIBILITIES:

* Oversee the design and implementation of designated research, training, and consultation projects (i.e., facilitating contract development and scope of work in conjunction with the AAAs, Cabinet on Aging, and lifelong communities, develop research and evaluation methodologies, train staff and students, secure IRB approvals, interview, data collection, maintenance and analysis, report writing, information dissemination, preparation and publication of education and research materials; presentation at conferences).
* Coordinate the Community Connector Program including recruitment of pilot sites and members; develop, coordinate, and deliver trainings for Community Connectors and provide skills trainings; coordinate background checks and other tasks required for onboarding members; help Community Connectors track referrals and community impact, provide TA for host community projects, etc.
* Assist with coordination of Lifelong Maine including develop and lead training opportunities for the communities, coordinate and facilitate in-person meeting, and provide direct TA to communities implementing programs and activities.
* Provide ongoing support and supervision to students involved in Center on Aging project and activities.
* Provide supervision of Center clerical, support staff, and consultants assigned to designated projects.
* Oversee the development and maintenance of project databases and tracking systems to ensure that project activities meet anticipated milestones while maintaining data integrity.
* Facilitate and participate in staff and advisory board meetings.
* Maintain favorable external relationships with funders, community partners, and other stakeholders on behalf of the Center.
* Oversee the preparation of project presentations and publications.
* Participate in fundraising activities including grants writing and pursuing research and evaluation contracts.
* Perform other reasonably related activities as assigned by the CoA Senior Program Manager, COA Director, or Assistant Director.

# KNOWLEDGE AND SKILL QUALIFICATIONS:

## Required:

* Master’s degree in social work or a related field.

## Preferred:

* Given the nature of the work entailed, doctoral level education (Phd/DSW/JD) is preferred or a combination of work and education experience.
* Experience in proposal writing/development.
* Experience in research design and evaluation methodologies in health and human services.
* Experience in managing the multiple tasks associated with carrying out externally funded research and education projects.
* Experience in age-friendly, grassroots organizing, or similar community-level work
* A genuine interest in the issues and needs of older adults and their families.
* Skills in personnel and program management, and in supervising others.
* Skills in working collaboratively with other agencies and organizations.
* Strong ability to problem solve.
* Self-motivated and self-directed.
* Excellent oral and written communication skills.
* Strong computer skills.
* Ability to travel, normally requiring a valid driver’s license.

**SUPERVISORY RESPONSIBILITIES:** The Program Manager has task supervisory responsibility for students and staff involved in various aspects of assigned research projects including data collection, data analysis, dissemination, budgeting and purchasing, etc. The Program Manager may also hold supervisory responsibility over Center on Aging clerical, support staff, Lifelong Maine Coordinator, and consultants as assigned.

**WORK ENVIRONMENT/DYNAMICS:** The Program Manager works out of the main offices of the UMaine Center on Aging located at 25 Texas Ave in Bangor, Maine.

Remote work arrangements must be arranged with the position supervisor.

**WORK SCHEDULE:** Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Work beyond regular hours (to include nights and weekends) may be necessary in order to meet the requirements of the position. The employee should establish regular office hours and in consultation with the supervisor, adjust the work schedule as necessary.

**WORK YEAR:** Full-time, fiscal-year.

**POSITION TYPE:** Soft money, grant funded.

**SCHEDULE FOR EVALUATION:** In the initial six months of employment and annually thereafter in accordance with UMPSA agreement.

# JOB FAMILY/SALARY GRADE: 11/05.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.