

Program Manager

About Us

Abilities Workshop and Bright Feats are mission-driven organizations serving families, educators, and caregivers of individuals with special needs. Through workshops, resource directories, one-on-one support services, and community events, we equip families with tools, knowledge, and hope as they navigate autism and other developmental disabilities.

Position Summary

The **Program Manager** is a key leadership role responsible for overseeing program operations, partnership relationships, office workflow, and the development and maintenance of our educational programs. This position manages CRM systems, program updates, and grants, and helps support content production, including video and podcast editing.

This is an ideal role for a highly organized, mission-focused professional who loves building systems, supporting families, and helping programs grow.

Key Responsibilities Program Operations & Office Management

- Oversee daily administrative workflow, communication, scheduling, and office systems
- Maintain program documentation, reports, and internal dashboards
- Manage CRM integrity and support client/program tracking
- Coordinate follow-up tasks and communication for leadership

Program Development & Delivery

- Assist in updating and refining program materials, scripts, forms, and digital content for Abilities Workshop programs
- Coordinate scheduling, logistics, and delivery of workshops and presentations
- Organize program production timelines and ensure content accuracy

Partnerships & Relationship Management

- Serve as a point of contact for schools, therapy providers, and community organizations
- Support partnership onboarding, follow-up communication, and collaborative projects

- Represent Abilities Workshop and Bright Feats at events, meetings, and outreach activities

Grant & Compliance Support

- Assist with grant applications, reporting, outcome tracking, and data collection
- Support documentation for funders, partners, and impact measurement

Content Production Support

- Assist with basic video editing, podcast audio cleanup, and simple clip creation
- Coordinate with marketing on digital needs for workshops, programs, and initiatives

Qualifications

- Strong organizational and project management skills
- Excellent communication skills (verbal and written)
- Experience managing CRM systems (Zoho or similar preferred)
- Ability to manage multiple deadlines and priorities
- Basic audio/video editing experience (CapCut, Adobe, or similar)
- Grant-writing or reporting experience a plus
- Alignment with our mission and passion for serving families with special needs
- Bachelor's degree in communications, education, nonprofit management, or related field (preferred but not required)

Hours & Compensation • Part-time (30 hours/week)

- Based on Experience
- Opportunities for leadership growth
- Mission-centered work with real community impact