



Program Manager

Caris is looking for a dynamic Program Manager to lead the Client Services Team. The Program Manager is responsible for programmatic success in all Caris' client-centered work and advocacy. The Program manager will lead, evaluate, and monitor staff and programs and contribute to ministry support in planning and organizing programs. The Program manager will promote good external relations for Caris and excellent communication within Caris.

Caris Pregnancy Counseling & Resources is a faith-based nonprofit organization whose mission is to see women and children thrive during and after unplanned pregnancy. Our vision is to be a leader in addressing the cultural, social, spiritual and economic essentials involved in unplanned pregnancy. We provide professional counseling to address a number of pregnancy related issues and we also connect women to valuable resources and to various communities of support. All of our services are donor supported and as a result, are FREE to the women and families that we serve.

Who We Are

- We are Christ Followers living on mission
- We are a source of support and serenity for hundreds of women each year
- We provide support to women regardless of their pregnancy decision
- We are a safe place
- We are nimble and adaptable in our approach to service—one size doesn't always fit all
- We are innovative, contemplative, and Christ honoring in all that we do

Who We Are NOT

- We are not political, we do not engage in political arguments or debates
- We are not judgmental, women are not shamed or judged when they come through our doors
- We are not the end of the road; we aim to walk with and support women and children on their journey until the child turns age 5

Who We Are Looking For

- A Christ Follower
 - Someone committed to seeing women and children thrive
 - Someone who understands how issues of race, class, and societal injustices can play a role in a woman's pregnancy decision
 - Someone who is committed to pursuing justice and truth on behalf of the women, children and families that we serve
 - Someone who is flexible, teachable, and willing to serve
 - Someone who is willing to take initiative and decisive action
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Opportunity Summary

Reports to the Assistant Executive Director – Strategy & Development

You will manage client facing team members. Lead day to day program operations at all Caris sites. Provide oversight and monitoring of required client documentation in relevant databases and files. Lead and participate in client engagement strategies to increase client numbers and provide community awareness of all Caris programs. Assist in the development and implementation of client service program plans. Extend support to program team. Engage in fund development activities for new and existing programs. Develop program assessment protocols for evaluation and improvement. Ensure compliance of policies and procedures. Coordinate and delegate cross-project initiatives. Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders.

Responsibilities

- Manage all Caris Programs
- Run Connection Group
- Oversee Client Services Team
- Provide direct services as needed
- Advance Caris programs

Qualifications & Experience

Master's degree in Counseling or Social Work mandatory. Candidates must be proactive, and have experience managing programs. Experience with program evaluation and data collection. A successful candidate must be passionate about our mission, the possibilities of what can be accomplished through our model, and will promote a positive work culture. Candidates who are able to speak Spanish and meet the above are strongly encouraged to apply. Supervision experience necessary.

Caris is a Christian non-profit organization. Candidate must be in alignment with the Caris mission, statement of faith, vision and statement of principle. Caris team members must exemplify a committed and consistent walk of faith and dependence on Jesus and have a personal calling to ministry and to the specific mission and vision of Caris. Please submit an application at www.caris.org/serve. No phone calls.