



## **Job Title: Program Manager**

The Program Manager (PM) is a full-time position designed to provide structure and support for all Caravanserai Project programs and coordinate with partner provider organizations. This is a new position specifically designed to “make the trains run on time” and increase our organization’s impact.

As Covid retreats, the person in this position will need to be present in the Inland Empire for in-person meetings, conferences, staff meetings. This may include in-person classes and other sessions at University of California Riverside.

**Caravanserai Project (CP)** is a hybrid social impact venture founded in 2016 whose goal is to identify, mobilize and energize mission-driven leaders and organizations, for profit and nonprofit alike. We support their entrepreneurial journeys of building sustainable, relevant, future-ready and system-change strategies. Our work focuses on the development and implementation of accountability systems, supplying specialized skills and futures-thinking strategies and bringing together networks of individuals to help their ideas flourish, accelerate and change the world. In 2018, CP established SEED Lab Pre-accelerator for mission-driven start-ups in the Inland Empire region of California. Over the past 3 years, CP has developed a variety of programs to advance the work of mission-driven organizations and leaders through webinars, workshops, trainings, consulting and networking as part of a wider regional strategy. We are striving to strengthen local organizations, provide jet fuel to social impact leaders and weave a stronger fabric of mission-based work in the region. Please review the CP website for additional information [www.caravanseraiproject.org](http://www.caravanseraiproject.org).

### **The Role:**

This position reports to the Chief Executive Officer. The staff work as a team, and everyone is expected to support each other and the role each member plays.

The role of the Program Manager combines both soft and explicit behavior and skills.

- The PM must aspire to have an impact and create positive change in the Inland Empire region of California and represent the values and mission of Caravanserai Project.
- They must show respect, compassion, and appreciation of the diversity of every individual and community and advance a culture of support for others.
- They must be dedicated to: making Caravanserai Project’s programs effective and easy to access and use; and creating a community of belonging and support.

### **The Ideal Candidate**

- Is self-motivated, eloquent, well-organized, empathetic, with exceptional skills in time management and prioritization and strong interpersonal and communication skills.
- Excels at relationship building, is comfortable dealing with people of diverse backgrounds and experiences and seeks out common ground.
- Brings their own ideas to work and has a reputation for initiating and following-through.



- Is a perpetual learner and excited to experiment with new tools, processes, formats, methods, and ideas.
- Takes initiative, can work quickly and deftly to understand what the current moment or situation needs, and is able to respond accordingly.
- Is willing to take on any task that might help take one of our projects further.

**Responsibilities:**

- Create new strategies to increase the visibility of CP programs, including broadcasting program invites and reminders.
- Assist in bringing new clients to the programs of CP.
- Follow-up with program participants.
- Monitor delivery progress and execution of particular projects according to the current project plans, and continuously assess the need to change tactics.
- Organize and manage staffing/faculty.
- Maintain project management documentation, such as project plans, schedules, communications plans, status updates, etc.
- Design program set ups, implementation, collateral materials, logistics, registrations.
- Participate as part of the management team and overall well-being of CP.

**Experience:**

Demonstrate current and recent experience in:

- Program management/project management
- Communication with program attendees
- Educational and training settings
- Data management
- Spanish language represents an advantage

**Requirements:**

- Bachelor's degree in a relevant sector and 2-5 years of experience in related areas
- Knowledge and experience in program/product management
- Ability to use online tools and communication

**Benefits:**

Paid Vacation

Health

**Salary:** \$35,000 - \$45,000

Compensation will be commensurate with experience.

**How to apply:**

Use the following link - <https://caravanseraiproject.org/careers/program-manager/>



**CARAVANSERAI PROJECT**  
SUPPORTING MISSION-DRIVEN LEADERS ALONG THEIR JOURNEYS

Only complete applications will be considered: (1) resume, (2) a cover letter describing one or more large projects the applicant managed and explaining the interest in this position and (3) three references.

If you have any questions, please contact us at [contact@caravanseraiproject.org](mailto:contact@caravanseraiproject.org). In the subject line, please state “Career Opportunities.”

Every application will be reviewed and considered. Only selected applicants will be contacted for interviews.

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Caravanserai Project is an equal opportunity employer and makes employment decisions on basis of merit. The organization prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.