



POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Program & Events Manager
<u>REPORTING TO:</u>	Assistant Scout Executive for Programs and Field Operations
<u>LOCATION:</u>	Downtown Los Angeles/Echo Park (partial remote work possible)
<u>Website:</u>	www.GreaterLAScouting.org

Overview

Greater Los Angeles Scouting, a California 501(c)3 corporation, is the premier Scouting organization in the Southwestern United States and among the largest and most diverse in the nation. This is not your grandfather's, or even your father's scouting experience. We create the leaders of tomorrow by empowering youth to live confident, capable, complete, and compassionate lives through dynamic leadership opportunities and fun outdoor adventures. Through our Cub Scouts, Scouts, Venturing (high adventure programs), and Exploring (workforce development) program, Last year, Greater LA Scouting served over 15,000 youth and young adults – from age 5 to 21 - and engages 4,000 adult volunteers each year.

Our alumni are business leaders, explorers, military heroes, government officials, entrepreneurs, entertainers and good citizens who contribute to the fabric and prosperity of America and their communities. The staff team is a group of dedicated professionals committed to creating a better tomorrow for young people and our nation via the experientially transformative power of Scouting.

Our 2024 operating budget is \$8.4M and we manage net assets of \$49M. The organization is primed for considerable growth and is searching for a program manager who can help propel our program delivery to the next level. The program manager is an individual contributor who will, in collaboration with staff colleagues and key volunteers, organize and lead the implementation of events across the Greater LA Scouting geography to ensure outstanding and impactful participant experiences.

Value

Scouting provides unique, life-changing experiences and character development that America's youth can't get anywhere else.

Mission

Greater LA Scouting empowers young people to live meaningful lives through dynamic leadership opportunities and fun outdoor activities.

Vision

Greater LA Scouting is the leading provider of the most positive, exciting, safe, and rewarding youth leadership and outdoor experiences in Southern California. We embrace and celebrate the diversity of the communities we serve. Scouting is for everyone.

Position Overview

The Program & Events Manager is responsible for major annual Greater LA Scouting-wide programs and events including Boo-Fest, Rocket Academy, Pumpkin Smash, Council Dinner, Monthly Merit Badge Days, Eagle Scout Banquet, major recruiting events, quarterly strategic planning meetings, board retreats and special events, among other potential assignments.

SCOPE AND RESPONSIBILITIES:

- Works closely with the Assistant Scout Executive for Programs & Field Operations and team to execute coordinated and strategic council-wide major programs and events.
- Responsible for collaborating with development team to integrate donor opportunities and supporting donor engagement/recognition at applicable events/programs.
- Liaison with program and event venues, including both Greater LA Scouting-owned locations and 3rd-party locations, to ensure successful, cost-efficient and efficient logistics and event management.
- Provide leadership to volunteers supporting organization-wide programs and events.
- Track, compile and report on programmatic impact across the organization.
- Serve as the staff liaison to designated volunteer committees.
- Create, execute and evaluate program and event budgets to deliver net profit.
- Work closely with Finance and Business Operations team to develop and monitor pricing, attendance and budgeting for assigned programs and events.
- Promptly evaluates and approves/disapproves requests for program/event refunds.
- Collaborates with marketing and communications team to identify story-telling opportunities.
- Occasional overnight travel to events, conferences and professional development opportunities.
- Other duties as assigned.

EXPERIENCE / SKILLS REQUIRED (AM I RIGHT FOR THIS JOB?)

You have a proven track-record of program implementation and event management success. And you are rarely satisfied with the idea that doing it the way it has always been done is always the way to keep doing it. You have a bachelor's degree from an accredited university or college, and five years of experience in major event management, program management or like expertise. Similar work in an LA-based organization is a bonus. You meet Scouting's leadership and membership standards and subscribe to the Scout Oath and Law. *Prior experience in Scouting is not required.*

You LOVE taking the initiative and creating bigger, better, faster and stronger results, and you thrive in a macro-management environment. You have never met a stranger and you jump at chances to engage with organization volunteers and stakeholders. You have a tee-shirt that says "I love multitasking." Or maybe you don't, but it would describe you well. You love the rush of knowing you nailed it, even if it's a late night or weekend event. You communicate clearly and with confidence, and you understand how listening more than talking can be a powerful practice. You are bored if everyday is like the last and if you were a fighter jet pilot, your call-sign would be "adaptability." You bring your A-game everyday and you want to be around other people like you.

The successful applicant should be well versed in Microsoft Office to include Word, PowerPoint, Excel and Outlook, as well as possess a valid drivers license. This role requires evening and weekend work. You must be able to sit, stand, traverse uneven and outdoor terrain, bend, lift, reach, climb and carry at least 25lbs.

PERSONAL ATTRIBUTES:

- Excellent communication skills both written and oral
- Work well with others by building trust and identifying avenues for collaborative success
- Strong organizational skills with ability to drive initiatives to closure.
- Confidence
- Demonstrates charisma and enthusiasm
- Establishes collaborative working relationships
- Open to coaching and taking direction
- Integrity
- Passionate about the Scouting mission
- Able to give focused attention to volunteers
- High energy level, which translates to enthusiasm on the job
- Must be a self-starter

COMPENSATION:

Salary is commensurate with skill and experience, in a hiring range of \$75k-\$100k. Greater LA Scouting is an equal opportunity employer - *Scouting is for everyone* - if you have the talent and commitment, we want you to apply. In addition to offering a competitive salary, the position offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, long-term disability, a matching 403(b) retirement plan, plus reimbursement for authorized and approved business expenses. We also offer a generous vacation policy and 13-paid holidays per year. This position is FLSA exempt.

CONTACT INFORMATION:

Applications without a cover letter will not be considered, no matter how awesome your resume is.

Submit your cover letter and resume to

Gracie Trevino

033HR@scouting.org

Please note in the subject line: Program & Events Manager