



Job Description Program Manager

Purpose	We are looking for a Program Manager to help in the development and marketing of the Dragon Kim Foundation's summer Social Entrepreneurship Camp, and to assist in the running of our Fellowship Program
Duties and Responsibilities	<ul style="list-style-type: none">• Market the DKF Social Entrepreneurship Camp (SEC) by reaching out to schools, school districts, and student groups• Develop and implement online marketing plan to market the SEC• Plan and execute the camp during the summer of 2022• Assist current Program Manager in execution of the Dragon Kim Fellowship:<ul style="list-style-type: none">○ Oversee Mentor relationships○ Oversee summer execution of Fellowship projects○ Assist with event planning: for Dragon Challenge, Fellowship events
What we Require	<p>The candidate must:</p> <ul style="list-style-type: none">• Be a self-motivated, team player with the ability to meet deadlines• Possess strong organizational skills, with keen attention to details• Have excellent oral and written communication skills• Have self-discipline and time management skills necessary to work independently• Be proficient in Microsoft Office, specifically Word, Powerpoint, and Excel• Have regular and consistent computer and internet access, including the ability to work online• Possess a valid driver's license or the ability to travel as needed to perform duties• Be a college graduate
What You Will Learn	<ol style="list-style-type: none">1. Program Management: How to develop and manage successful programs2. Marketing: How to create and implement a marketing plan3. Event Management: How to plan and execute successful events
Time Commitment	We are offering a part-time position, approximately 25 hours/week. We can offer flexible work schedule that has a combination of in-person and work-from-home options. Must be willing to work weekends when we have weekend events.
Salary	\$22-\$25/hour
Reports To	Daniel Kim, Chairman of the Board
To Apply	Please send a resume and a letter introducing yourself and your interest in this position to Caroline Wong Nakata @ carolinewnakata@gmail.com