

Orion's Mind is a Chicago-based educational company that designs and executes after-school tutoring programs. Our proprietary program is hands-on, interactive, and a ton of fun! Students run, jump, sing, act, laugh, solve mysteries, and play games, all while developing math and reading skills.

Orion's Mind is currently recruiting top players for the position of Program Manager to manage after school programs in Chicago Public Schools. Program Managers play a vital role in the implementation of after school programs and manage all day to day program operations and staff. Positions are available in various areas of Chicago.

Examples of essential duties and job responsibilities are: assisting Area Director with program operational logistics and implementation at all stages of program; student retention and attendance; staff recruitment and development; student registration; daily submission of instructor, Lead Instructor and Program Aide payroll and student attendance to corporate office; participation in local community events; maintain and build positive relationships with school administration; present to parents, staff and school administration on Orion's Mind program and curriculum; pick-up and deliver materials from corporate office to designated school(s).

This is a seasonal position averaging 20 weeks in length and 25-30 hours per week.

Must submit to and pass federal and state background check.

To watch a 3-minute video of our program in action go to <http://www.orionsmind.com/videoWMV.htm>

Orion's Mind is proud to be an equal opportunity employer (EOE) and strongly supports diversity in the workplace.

Requirements

Required Knowledge and Skills:

- 1) Minimum of Associates degree required
- 2) Experience managing programs and/or staff
- 3) Proficiency in Microsoft Word, Excel, Outlook and internet
- 4) Strong leadership skills and excellent communication skills
- 5) Plans, organizes and schedules in an efficient and productive manner
- 6) Ability to execute in high-pressure situations
- 7) Must have a personal computer with high-speed internet connection, reliable vehicle, valid drivers license and willingness to travel to locally assigned schools.

Preferred Skills:

- 1) Experience working in an educational setting
- 2) Bachelor's degree
- 3) Strong public speaking skills
- 4) Actions-oriented, team player

Spanish fluency a plus!



Please send resume and cover letter by email to hr@orionsmind.com or fax to (312) 604-3770