Children's Burn Foundation

Full Recovery Programs Manager
Job Description

Organization
Children's Burn Foundation is a nonprofit organization dedicated to providing support services for child burn survivors, from birth into young adulthood, and their families, as well as burn prevention and fire safety education to hundreds of thousands of children and caregivers in Southern California, nationally, and globally.

Program services include medical care and support for physical recovery, including reconstructive surgery, physical therapy, special burn supplies like pressure garments and facemasks, and prostheses; family emergency assistance, including transportation, emergency housing, and food vouchers; camps and retreats for child burn survivors and their families; a teen support group; and child and family support groups.
For more information about the Children's Burn Foundation, please visit the website: http://www.childburn.org.

Location
Sherman Oaks, California

Mission
Children's Burn Foundation Mission Statement: *To prevent the pain and trauma of burn injuries to children, and to heal and give children who have suffered severe burns the opportunity to reach their full potential, physically, psychologically, and socially.*

Reporting
The Programs Manager reports directly to the Chief Program Officer.

Position
Children's Burn Foundation seeks a bilingual, resourceful, and detail-oriented Program Manager to implement programs for child burn survivors and their families, increase CBF presence at burn centers nationwide, maintain and further develop relationships with local burn center partners, oversee SOAR program, develop and run the CBF volunteer program, work with program team to implement camps and support group programs, and manage Family Camp.

Specific Duties
Under the direction of the Chief Program Officer, the Programs Manager is responsible for key administrative aspects of the programs, including:

1. Work with the Senior Programs Manager and Chief Program Officer to increase visibility of Children's Burn Foundation and develop new partnerships nationwide, according to the directives of the CBF Strategic Plan.

2. In partnership with the Senior Programs Manager, work with burn centers and family members to provide assistance for child burn survivors and arrange the provision of services.
3. Oversee and execute CBF's Phoenix Society SOAR program, including the training process for volunteers, communication with burn centers, and the Phoenix Society.
4. Take the lead to plan and implement CBF family camp, including coordination of activities, communication with camp site, families, and CBF Team.
5. Work with Program Team to plan and execute events and activities for child burn survivors and families, including camps, holiday parties, and support groups.
6. Work with CBF team and families to develop stories for print, social media, and website about CBF impact.
7. Provide administrative support for all programs and other foundation functions, as needed.
8. Other duties, as assigned by the Chief Program Officer, deemed necessary to support the Foundation's mission.
9. Be available to work some evenings/weekends, including support group evenings.

Candidate Qualifications and Personal Attributes

The Program Manager will have the following qualifications:

1. Capacity to build trust-based relationships with constituents, community partners, volunteers, and CBF Team
2. Bilingual (English/Spanish)
3. Excellent writing, communication, and organizational skills
4. Excellent problem-solving skills; adaptability, being resourceful, and taking initiative
5. Outstanding attention to detail and strong computer skills
6. Ability to multitask and prioritize
7. Minimum of five years work experience

Education

Bachelor's Degree in psychology, social work, child life, or a related field. Master's degree preferred.

Process

A review of applications starts immediately, continuing until the position is filled. Interested individuals are encouraged to submit their resume, cover letter and references as soon as possible electronically to tsorkin@childburn.org.