



The Milkid Club Program Manager is a volunteer position ideal for someone who is looking to take on a leadership role. The Program Manager has primary responsibility of the development, implementation, daily operations and oversight of a new program supporting military kids. The Program Manager will work with the Director of Programs, military kids, their parents, and community leaders to manage the MILkids Club program for Blue Star Families.

If you have a BA/BS in Public Administration, Public Relations, Communications (preferred), please send your resume and a cover letter to hr@bluestarfam.org

Minimum of two years professional experience is required and experience with military lifestyle and challenges they continue to face in everyday life.

Essential Job Functions:

Set Annual Program Goals and Objectives.

Create a Bi-Weekly report to be submitted to the Director of Programs in a timely manner.

Responsible for all Daily Operations including updating all marketing collateral and program updates using Members Connect, Social Marketing tools like Blogs, Facebook and Twitter.

Participate in weekly call with the Director of Program and Program Team.

Work with the Director of Program to develop a list of potential partners where relationships can be established for future collaboration on events and/or projects.

Responsible for developing, Training Tools and Handbooks.

Responsible for providing support needed by the Director of Membership, Chapters and BSF

Complete proper event forms and expense reports.

Communicate with military kids and their parents to recruit members to the council.

Maintain all Milkid Club member information, BSF policy agreements and profiles.

Work with our Director of Programs to identify events that will benefit Milkid Club members

Manage and mentor the Milkid Club members

Manage local Milkid Club Volunteers/Coordinators as we develop local, physical clubs in the future.

Attend community events (as needed) and help coordinate local Milkid Club events and event planning (online and physical) – including strategic development of goals and mission for the club.

Reach out to the community through public speaking at various events to raise awareness of BSF and its' mission.

Work with local military and community leaders to build partnerships.