

# job title: program manager

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**Location:** Community Based Day Services (CBDS) Casey, Chicopee

**Hours:**

40 hours/week - Monday through Friday 8:00am-4:00pm

**Educational Requirements:**

Bachelor's degree in a related field, with at least three years of relevant experience, of which at least two of those years must have been spent in a supervisory role. Six years of relevant health care experience, with three of those years serving in a supervisory role, may be substituted in lieu of a Bachelor's degree.. Valid driver's license, and vehicle, as travel to sites and events is required.

**Required Skills/Abilities:** Effective communication skills both written and verbal. Proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint. Patience and understanding in dealing with people in a variety of situations. Must be able to work in a fast-paced, hectic, noisy environment and prioritize tasks. Ability to act appropriately under stress and exercise common sense and good judgement. Must be able to complete tasks with a minimum of supervision.

**Other Requirements:**

Prolonged periods of sitting, walking, and standing. Must be able to lift up to 25 lbs. comfortably.

**Job Summary:**

Responsible for the day-to-day operations at the designated site(s), as well as direct supervision of all staff within the assigned program.

**Salary:**

Pay range is \$75000/annual, Exempt

Accepting applications at 75 Litwin Lane, Chicopee, MA 01020 or at [www.careers@sunshine.us](mailto:www.careers@sunshine.us)

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