



Job Posting Chief Program Officer

Are you looking for a unique opportunity to join a dynamic organization making an unprecedented impact in afterschool and out-of-school time services? Prime Time is seeking a dynamic individual for the position of Chief Program Officer (CPO). Prime Time is a leading organization in the state of Florida that fosters high quality resources and promotes coaching and development in out-of-school time programs.

The Chief Program Officer's (CPO) primary responsibility is to develop and foster synergy among the agency's programmatic departments with a strong focus on creative communications and fund development.

Responsible for the day-to-day management of the programmatic staff, the CPO will work with multiple stakeholders to ensure that Prime Time's programs and initiatives are in line with its vision and mission and responsive to the needs of the out-of-school time field.

The incumbent will be responsible for shaping Prime Time's messaging and branding strategies and developing and managing the annual communications and resource development plans. Prime Time is seeking candidates with demonstrated experience in marketing, design and/or public relations, have strong supervisory skills and experience, are big thinkers with an eye for detail, are exceptional writers and copy editors and intuitively employ the latest technology to develop and deliver a creative story. No relocation is available. Excellent benefits and a salary commensurate with experience.

Minimum Requirements: B.A., B.S., M.A. preferred in a related discipline, with a minimum of five years of diverse management experience with a proven track record in communications, public relations and grant writing. Knowledge of the out-of-school time field or youth development is a plus.

Send cover letter, resume and salary requirements to:

Emily Nell Lagerquist
Human Resources Generalist
Prime Time Palm Beach County, Inc.
2300 High Ridge Road, Suite 330
Boynton Beach, FL 33426
Fax: 561-732-8094
Email: elagerquist@primetimepbc.org

(No phone calls please)