

The King's Table Ministries | Program Manager Job Description

Job Title:	Program Manager	Position Type:	Hourly, part-time
Department/Group:	Programs/Schools	Education Required:	College degree preferred
Location:	Kent County, Michigan	Travel Required:	Yes, weekly within Kent County, MI
Level/Salary Range:	Starting at \$20/hour	Hours	15-20 hours/week during the school year weekdays, reduced summer hours limited weekends and evenings
Date posted:	07/28/26	Skills or Experience:	Microsoft Office and/or Google Workspace; Experience working with people with Intellectual and Developmental Disabilities, Emotional Impairments, and Mental Illness

Submit cover letter and resume to:

E-mail: diana@kingstableministries.org

Subject Line: Program Manager Position

Mail: King's Table Attn: Director of Programs 2515 Alpine Ave NW, Suite B, Grand Rapids, MI 49544

Because every life has value and purpose, King's Table is dedicated to serving individuals and families impacted by developmental and intellectual disabilities. King's Table provides supportive services, enrichment opportunities, and community connections in special education schools, group homes, and the community.

We are seeking an experienced, self-motivated part-time Program Manager to join our team. The Program Manager for Schools oversees and coordinates King's Table programming in special education schools, utilizing volunteers from local schools, churches, and community groups. The roles and responsibilities of this job support the culture, mission, vision, and values of our organization. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Success Factors

- A strong commitment to Christ with demonstrated spiritual maturity and agreement with our organization's statement of faith and values.
- Embraces the mission of The King's Table Ministries.
- Experience working with people with disabilities.
- Strong background in social work or behavioral health.
- Strong administrative and organizational skills.
- Demonstrated ability to multitask, work independently, and meet deadlines.
- Strong attention to detail.
- Commitment to providing outstanding customer service.
- Strong interpersonal skills and the ability to navigate a variety of school sites with varied personnel.
- Strong communication skills (oral and written).
- Commitment to continuous improvement.
- Practice effective team behavior and demonstrate effective interpersonal relationships.
- Reliable transportation is required.

Duties & Responsibilities:

Program & Volunteer Coordinator:

- Develop, implement, & manage programs provided by King's Table or in partnership with the schools.
- Establish and maintain positive working relationships with families, school staff at multiple school locations, and members of the community.

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- Recruit, train, encourage, and coordinate volunteers and their activities as they relate to the programs we offer.
- Collaborate with other King's Table programming staff.
- Participate in school-sponsored leadership planning committees and model collaboration and a positive influence on the school staff.

Administrative:

- Various office duties
- Process in-kind donations
- Donor communication
- Help set and manage a programming budget and operating plan
- Submit Program Reports
- Planning & Development (with supervisor input)
- Create and meet short and long-term programming goals
- Evaluate programs annually
- Identify and communicate program risks

Community Outreach and Fundraising:

- Promote King's Table in the community, solicit donations for various programs, and assist with fundraisers & community events.
- Write & submit stories and provide pictures & video content from programming activities.
- Meet with and give tours at the school to potential volunteers or donors, focusing on the programming from King's Table.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified, and may change at the discretion of the supervisor.