



Petra Cares Program Manager

Location: Petra Cares, 11085 Regency Green Dr., Cypress, Texas 77429

Reports To: Executive Director

Employment Type: Full-Time

About Petra Cares

Petra Cares is a mission-driven organization dedicated to empowering youth aging out of foster care, justice-involved individuals, and opportunity youth. We provide training and career pathways in the automotive industry, helping young adults build meaningful futures.

Position Summary

We are seeking an engaging and passionate Program Manager who believes in the potential of every young adult. This role is central to the success of our cohorts, ensuring students are recruited, supported, and placed into rewarding careers. The ideal candidate is a relationship-builder, a strategic thinker, and a hands-on leader who thrives in a dynamic environment.

Key Responsibilities

Student Recruitment & Engagement

- Recruit and interview potential students for each cohort.
- Build and maintain relationships with CPS, PAL Workers, Group Homes, Churches, and other community partners to create a strong pipeline of candidates.
- Conduct outreach events and presentations to raise awareness of the program.

Program Operations

- Manage day-to-day operations of the training program.
- Collaborate with the Instructor to ensure a positive and productive classroom experience.
- Monitor student progress and provide support to ensure program completion.
- Oversee & facilitate all ASE testing program.
- Develop program timeline, budgets, and performance metrics.
- Supervise program staff and volunteers.

- Oversee transportation logistics for students.
- Recruit and manage drivers as needed.
- Create and optimize routes to ensure timely and safe transportation.

Monitoring & Reporting

- Track program outcomes and prepare reports for funders and stakeholders
- Maintain accurate records and documentation.
- Contribute to grant writing and fundraising efforts as needed.

Career Placement & Employer Relations

- Develop and maintain relationships with automotive dealerships and industry partners.
- Recruit new dealerships to hire program graduates.
- Coordinate job placement efforts and track employment outcomes.

Qualifications

- Education: Bachelor's degree in Social Work, Education, Business Administration, Human Services, or a related field. Equivalent experience may be considered.
- Passion for working with at-risk and opportunity youth.
- Strong interpersonal and communication skills.
- Effective leadership skills
- Experience in program management, workforce development, or youth services.
- Ability to build and maintain community partnerships.
- Organized, proactive, and adaptable to changing needs.
- Familiarity with the automotive industry is a plus.

Compensation & Benefits

- Salary: \$50,000 to \$60,000 annually, depending on experience.
- Health Benefits: Comprehensive medical coverage.
- Retirement Benefits: Includes 401(k) plan with employer contributions.

Send resume to: Victoria Gacita at vgacita@petra-cares.org