



SWSG Boston Program Officer

Introduction

Strong Women, Strong Girls (SWSG) is a national, multi-generational mentoring organization. Our core program focuses on building self-esteem and agency in girls aged 8-11. We do this by focusing on 6 key outcomes for the girls in our program: Connection, Caring, Contribution, Character, Competence, and Confidence. We work with girls from 3rd through 5th grade in small group mentoring sessions to achieve these outcomes, utilizing a skills-based curriculum exhibiting empowering female role-models. Trained by our staff, undergraduate women facilitate these sessions utilizing a curriculum that builds connections and confidence. These college women are themselves supported by professional women mentors. Our model promotes a pipeline of leadership that creates cycles of mutual empowerment.

Our vision is that every girl and woman will realize her inner strengths to dream and do. SWSG's mission is to empower girls to imagine a broader future through a curriculum grounded on female role models delivered by college women mentors, who are themselves mentored by professional women.

Program Officer Context

The Program Officer is a new role at SWSG Boston and is the most senior program leadership role in Boston. The position will report directly to the Executive Director, and collaborate closely with staff and Board members. It will manage all program team members, including a Program Manager, Program Assistant, and Mentor Coach.

This position is focused on program efforts in Boston, but also requires collaboration with our Pittsburgh team.

Position Overview

Strong Women, Strong Girls is seeking a highly collaborative, nonprofit professional to lead the day-to-day management of our program. This position will be responsible for overseeing program design, delivery, and capacity building to allow SWSG Boston to effectively fulfill its mission and achieve its objectives for program quality and expansion.

Of key importance to this role will be experience and proficiency in measuring social impact. SWSG has adopted an integrated approach to this in the past year, linking Monitoring & Evaluation with Learning & Communication (MELC). The Program Officer will lead the refinement and implementation of all related MELC activities.

The ideal candidate will bring strong emotional intelligence and a proven ability to help individuals and teams achieve their full potential. They will have a demonstrated record of managing and enhancing the program delivery of a high-performing nonprofit organization with limited resources. The top candidate



will facilitate strong collaboration and communication across the organization (including our program stakeholders) and will bring a creative approach to problem-solving.

This is a tremendous opportunity for a program leader who possesses exceptional ability to manage and grow staff talent, and has the desire to build an even stronger program that can be replicated in other regions.

Responsibilities

General Duties

- As part of the leadership team in the Boston office, ensure the advancement of the organization's mission
- Manage SWSG Boston program team with a focus on key program outcomes and professional development
- Work closely with the Executive Director and our program committee in developing a plan for regional capacity building and growth in New England
- As needed, work closely with the team in Pittsburgh to collaborate on program design and delivery initiatives

Program Management

- Lead all program design, delivery, capacity building, continuous improvement, and evaluation efforts for our core after school program, JUMP, and Strong Leaders Network
- Oversee the execution of four signature program events a year (Fall Training, Spring Training, Jump into Spring and Strong Awards)
- Ensure that quality training is delivered to college mentors
- Support the curriculum development process to ensure that it is outcome-oriented, research driven, and representative of the community that SWSG serves
- Ensure that all quality measures and safety protocols are followed for Boston program operations

Monitoring, Evaluation, Learning, and Communications

- Ensure the organization meets its regular programmatic goals (Core after school program, JUMP, and Strong Leaders Network) and is effectively communicating its progress to stakeholders
- Oversee evaluation activities including data collection systems, and all contracts and activities relating to program evaluation and measurement
- Foster accurate and consistent collection, appropriate analysis, and dissemination of program data
- Communicate and oversee preparation of all data collection reports and evaluation updates for the Executive Director, board of directors, and staff
- Refine and implement M&E plan, ensuring its relevance for all SWSG activities



- Ensure that M&E activities remain relevant to programmatic objectives, share results for learning within the organization, and for communications with key stakeholders
- Lead database transition from Civicore onto Salesforce. Will require overseeing needs assessment to inform database build-out and customization, cleaning and uploading of current program data, documentation of procedures related to Salesforce usage, and training of staff on the system

Program Grant Management & Reporting

- Collaborate with Executive Director and development staff to draft accurate, realistic, and compelling grant proposals to support program delivery, capacity building, and growth
- Ensure that program team members are delivering on milestones and metrics included in said grants and that data is being collected and compiled for timely and accurate reports
- Support donor site visits for the program, as needed

Miscellaneous

- Work collaboratively with other team members focused on volunteer engagement and development to ensure efficiencies and strategic integration of all organizational activities
- Support the Boston Regional Board and National Executive Board as needed
- Other tasks as needed



Qualifications

- At least 8 years of professional experience in a program management role (with at least 1 year focused on youth, mentoring/after-school, and/or educational programming), ideally in a rapidly evolving institution
- Successful track record in delivering quality programs including setting priorities, shaping processes, guiding investment in people and systems, and developing an infrastructure that creates a stronger and more efficient organization
- Thorough understanding of project management; able to work effectively under pressure to meet tight deadlines and goals
- Experience managing youth and teams of junior staff, and a proven track record of building their capacity and performance
- Experience leading all phases of program evaluations (needs assessments, design, tool development, data collection, analysis, reporting and presentation)
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills
- Action-oriented, entrepreneurial, flexible, and innovative approach to program management
- Proven team player with a flexible and creative approach
- Passion for social justice, humility, integrity, positive attitude, and self-directed
- Bachelor's degree or equivalent training required, graduate degree preferred

Desired Qualifications

- At least five years of experience working with youth, mentoring/after-school, and/or educational programming - experience with girls programming preferred
- Proficiency in quantitative and qualitative analysis
- Experience utilizing and leading others in Design Thinking (or similar) a plus
- Experience in curriculum development
- Familiarity with Continuous Quality Improvement (CQI) methodologies and their implementation for strengthening programs

Benefits

- Salary range: \$55,000-\$65,000 annually depending on experience. Benefits package includes health insurance, 401K, life insurance, option to enroll in dental/vision insurance, family-friendly policies, possibility for a flexible schedule

How to Apply

Review our website and send a resume and thoughtful cover letter in pdf form to jshogen@swsg.org with the subject line "SWSG Program Officer Application, (Insert your last name)" as soon as possible. Applications will be reviewed on a rolling basis and interviews will begin in mid May.

As an equal opportunity and anti-racist organization, SWSG encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status or physical ability, and evaluates all candidates on a merit basis. We strongly encourage people who understand the experiences of the girls in our program to apply.