



## **PROGRAM MANAGER** **Strong Women, Strong Girls**

Strong Women, Strong Girls Pittsburgh is seeking a **Program Manager** who will be responsible for providing direction and oversight for the SWSG Pittsburgh girl and mentor program team (Program Coordinators and Program Assistants), along with creating and implementing structures for thoughtful and strategic growth. The **Program Manager** will work closely with the Executive Director to identify opportunities to meet the needs of girls and reach program targets, continually innovating to ensure that programming is providing maximum impact for girls and volunteers.

The **Program Manager** role will focus on these key areas:

1. Program Team Leadership
  - a. Supervise and provide growth opportunities to Program Team Members (coordinators, assistants, interns, and volunteers) working with and/or serving Strong Women, Strong Girls in the office.
  - b. Work with the Executive Director to support program development and growth, including identifying staffing and support needs and necessary changes in program infrastructure.
  - c. Spearhead the development of program projects and materials including SWSG girl curriculum.
  
2. College Volunteer Engagement and Support
  - a. Directly manage 4 SWSG university chapters, consisting of college mentors and volunteers, and provide guidance for all 7 university chapters.
  - b. Provide in-depth coaching and ongoing support to student leadership.
  - c. Plan and implement mandatory volunteer training workshops and identify supplemental opportunities for college mentor training and professional development.
  
3. Community Partnerships
  - a. Program Site Partnerships - Work to strengthen relationships with current program partners (schools and community centers where program is held) by maintaining consistent and frequent communication and aligning program goals. Build new partnerships with community agencies, and collaborate with partners to recruit girl program participants.
  - b. University Partnerships - Serve as a liaison between SWSG and each university partner by connecting with SWSG Campus Coaches as needed and keeping open lines of communication.
  - c. Community and Constituent Engagement - Identify and create opportunities to connect with girl parents and families including the development and submission of content for the quarterly parent newsletter. Represent SWSG at site and community partner events.



#### 4. Data Management

- a. Oversee data collection process by serving as a liaison between SWSG staff, sites and university chapters to ensure smooth collection of all required participant and partner data. (This includes, but is not limited to maintaining accurate record of volunteer clearances, weekly program attendance, girl registrations, and girl survey data)
- b. Develop and maintain organized systems of filing, storage, and tracking for program records.

#### 5. Event Planning

- a. Support university chapters in the planning and implementation of campus field trips.
- b. Support with logistics and content production for mentor and girl events as needed throughout the year.

### **Knowledge, Skills and Abilities:**

#### **Required:**

- An unwavering commitment to the mission of Strong Women, Strong Girls.
- Bachelor's Degree plus 3-5 years related experience (volunteer management, program management, youth development, etc.)
- Highly developed skills in planning, organizing, and attention to detail.
- Strong verbal and written communication skills; ability to effectively communicate to large groups of people, including making public presentations and community outreach.
- Experience working directly with youth.
- Experience working with community partners, youth, funders and staff from various ethnic/cultural and educational backgrounds.
- Ability to succeed in a fast-paced environment and to meet challenging growth targets on or before deadline.

#### **Preferred:**

- Experience with program development and responsive evaluation.
- Understanding of best practices in volunteer management, including training, recognition, motivation and appreciation.
- Familiarity with out-of-school programming and mentoring best practices.
- Experience working with elementary school youth and/or gender-specific programming strongly preferred.
- Interest in community building, mentoring and youth development.



The ideal candidate is a creative problem solver and strategic thinker who can make on-the-spot judgment calls and facilitate inter- and intra-organizational dialogues and partnerships. The ideal candidate will have demonstrated success in leading partnerships with urban communities, preferably in Pittsburgh, leading or supporting educational or out-of-school time efforts, managing relationships with multiple stakeholders and successfully meeting or exceeding growth targets.

### **ABOUT THE ROLE**

SWSG is a multi-generational mentoring organization dedicated to building relationships between professional women, college women, and elementary school girls. Strong Women, Strong Girls provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Salary range: \$33,000-43,000, commensurate with experience.

### **APPLICATIONS**

Candidates are encouraged to apply as soon as possible. Applications will be reviewed as received. Applications consist of a cover letter describing the candidate's interest and qualifications and a resume (in Word or PDF format). Applicants are encouraged to submit salary requirements within the cover letter.

Please send all materials to [pgoperations@swsg.org](mailto:pgoperations@swsg.org) with the subject line "Pittsburgh Program Manager Application."