

**POSITION DESCRIPTION:**

Program Manager

**FLSA STATUS:**

Non-exempt

**SALARY:** \$45,000-\$50,000, commensurate with experience

**POSITION SUMMARY:**

SWSG Boston is seeking a Program Manager responsible for contributing to the direction and oversight of programming for girls and college mentors. The Program Manager will work closely with the CEO to ensure that programming provides maximum impact for girls and mentors. 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. The ideal candidate will have demonstrated success in leading partnerships, preferably in Boston, leading or supporting educational or out-of-school time programs, and managing relationships with multiple stakeholders.

**PRINCIPAL RESPONSIBILITIES:****1. Core Program Management**

- a. Manage and collaborate with university/college chapters and corresponding partner sites on program delivery.
- b. With the program team, lead the development of program projects and materials including the SWSG mentee curriculum, ensuring the curriculum represents a wide range of identities, is culturally competent, and including a wide range of resources that support mentors and mentees in delivering a well-prepared program session
- c. Work collaboratively with the program team and MEL director and consultants to implement a robust monitoring, evaluation, learning, and communication model for the core program.
- d. Support MEL Director with data collection processes for SWSG staff, sites, and university chapters to ensure smooth collection of all required data. (Including, information about mentors and girls, weekly program attendance, and survey data).
- e. Work in conjunction with SWSG Pittsburgh office to ensure program, strategy and policy alignment.

**2. College Volunteer Mentor Engagement and Support**

- a. Directly manage and provide guidance on day-to-day program implementation, chapter leadership and management, and other components for a subset (3-4) of SWSG university chapters, consisting of 250+ college mentors.
- b. Build relationships with all college mentors by maintaining consistent communication and aligning program goals.
- c. Provide in-depth coaching, supervision, and ongoing guidance and support to university chapter leadership.
- d. Plan, implement, and facilitate mandatory volunteer training workshops and identify supplemental opportunities for college mentor training and professional development.
- e. Support and engage each chapter in DEI work to ensure competence and an understanding of how our identities impact our mentoring work, including providing materials, guidance, training, and other support.



### **3. Community Partnerships**

- a. Strengthen and maintain relationships with program site partners (schools and community centers where the program is held) by maintaining consistent and frequent communication and aligning program goals.
- b. Build new partnerships with community agencies.
- c. Serve as a liaison between SWSG and university partners.
- d. Assist in the execution of Site/Chapter Operating Agreements and Memoranda of Understanding.
- e. Identify and create opportunities to connect with girls' families including the development of the quarterly parent newsletter.
- f. Represent SWSG at site and community partner events, such as BPS open houses.

### **4. Program Team Leadership**

- a. Lead program development and growth, including identifying staffing and support needs and necessary changes in program infrastructure.
- b. Establish a site structure poised for program innovation, iteration, and strategic growth.
- c. Support the strategic planning efforts of the organization.
- d. Supervise the work of interns/junior staff as needed.

### **5. Event Planning**

- a. Collaborate with the program team to plan, implement, and facilitate twice annual day-long mentor training, in addition to other training throughout the year.
- b. Support university chapters in the planning and executing campus field trips.
- c. In partnership with the SWSG team, plan and implement mentor and girl events (Jump Into Spring, Strong Awards, etc.)
- d. Support greater organizational, non-program specific events.

### **6. Additional tasks**

- a. Support development efforts required to secure funding for program growth as needed.
- b. Collaborate with the communications team to articulate program successes.
- c. Support other SWSG work as needed (including some night and weekend activities).

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- A commitment to the mission of Strong Women, Strong Girls.
- Bachelor's Degree plus 3-5 years related experience (volunteer and program management, youth development, etc.)
- Highly developed skills in planning, organizing, and attention to detail.
- Strong verbal and written communication skills; able to effectively communicate to large groups.
- Experience working with elementary school youth and/or gender-specific programming.
- 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 deadlines.
- Understanding of anti-racist frameworks within youth work.

### **PREFERRED KNOWLEDGE/SKILLS/ABILITIES:**

- Experience with program development and evaluation.
- Understanding of best practices in volunteer management, including training, recognition, motivation and appreciation.



- Familiarity with running out-of-school programming and mentoring best practices.
- Familiarity with database systems and program data collection.
- Interest in community building, mentoring and youth development.

## **ABOUT THE ORGANIZATION**

Strong Women, Strong Girls (SWSG) is a multi-generational, girl-serving organization in Boston. Our mission is to empower girls to imagine a broader future for themselves through a curriculum grounded on female role models, delivered by college women mentors, who are themselves mentored by professional women. Our vision is that every girl and woman will realize her inner strengths to dream and do. 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.

## **APPLICATIONS**

**To apply, please send your resume and cover letter to [bostonops@swsg.org](mailto:bostonops@swsg.org).** Please format the subject heading, "Program Manager - First Name Last Name." *Cover letter should describe the candidate's interest, qualifications and salary requirements (in Word or PDF format).* SWSG offers employee benefits and a generous time off policy.