



**Girls Incorporated® of Orange County
Job Position Description**

POSITION INFORMATION

Position Title:

Program Manager (Elementary)

Supervisor:

Director of Program Services

Full or Part-time:

Full-time Exempt

Supervises:

STEM Coordinator
Literacy Coordinator
Elementary Program Facilitators
Literacy Facilitators
STEM Facilitator

Purpose of Position: The Program Manager will maximize the potential of current program offerings and agency standing within the community by way of data management, outcomes driven evaluation and by providing the Girls Inc. Experience through program outreach which is a holistic approach to serving girls.

Regular or Temporary:

Regular

PRIMARY RESPONSIBILITIES

Scope of Work:

Manage Elementary Programs, to include Literacy Lab, Life skills, Smart-Ups, and STEM, serve as the agency's internal data and evaluation specialist, grant management, and content expert in all Elementary programming.

Evaluation/Quality Assurance

- Work with the Program Evaluation and Support Coordinator to ensure program evaluation captures the most relevant and accurate program data
- Participate in evaluation/analysis of the organization's model; assist in developing tools and instruments to assess impact on program participants
- Ensure accurate data collection for all elementary programs to illustrate an accurate measurement of success of programs and challenges
- Continuously track progress towards grant requirements
- Serve as an agency-wide resource for data collection/interpretation and evaluation

Management and Personnel

- Manage all elementary outreach program sites
- Create and implement individual development plans for program staff
- Train and coach Coordinators on best practices for strengthening/supporting relationships with their direct reports should they have any
- Support and ensure training and consultation for Coordinators to handle difficult staff/volunteer situations
- Plan and oversee system of aligning program personnel with program schedules
- Use existing hiring model to attract highly-qualified program personnel
- Train, coach and consult facilitators on program facilitation, how to handle girls' conflict resolution, working with community partners, families, and challenging situations involving sites
- As part of the management team, contribute in strategic planning and organizational development



- Manage auxiliary events and workshops focusing on Life Skills
- Works with Volunteer Department to ensure efficient use of volunteer/interns for program

Curriculum

- The Program Manager will utilize the Program Lifecycle (needs Assessment, Planning , Implementation and Evaluation) and the Girls Inc. Toolkit when developing curriculum
- Work with the coordinator's/facilitators to create guides for each program with the ability to manipulate curriculum when needed
- Work with evaluator to ensure proper metrics are utilized to evaluate curriculum effectiveness based on project deliverables
- Managing the lifecycle of the elementary program by updating and redesigning the curriculum with current researched based information with your supervisor

Grants

- Serve as Elementary Program resource for grants: management, reports and evaluation
- Work closely with grant writer and evaluation coordinator to provide optimal information for grant proposal content, be responsible for accurate and required paperwork
- Generate detailed reports and documentation for various grants purposes

Financial

- Oversee and track program-related expenses and revenues in alignment with annual budget
- Review and approve program-related purchases
- Assist in developing the annual Elementary Program Department work plan and budget

Community Liaising

- Deliver presentations on agency programs and impact on the community
- Attend community events and meetings related to programming
- Develop partnerships with youth-focused organizations, school administrators and community liaisons.
- Take part in coalitions relevant to agency's missions and objectives

Additional Responsibilities

- Act as project manager for special agency initiatives
- Participate in meetings, trainings, and conferences to further professional development
- Perform other duties as assigned by the Director of Program Services
- Actively contribute to the organizational culture and outstanding teamwork
- As needed provide support to organization staff

QUALIFICATIONS

- Bachelor's degree and at least 5 years nonprofit experience
- Track record of leading teams and projects
- Fluency in Spanish preferred
- Background in youth development, gender equity, and a strong advocate for girls'/women's issues
- Experienced with community outreach models, developing/maintaining collaborative relationships with diverse stakeholders
- Proven experience in recruiting and supervising both employees and volunteers
- Experienced in program evaluation techniques and practices by using a database as a management



- and analysis tool; ability to keep clear, systematic electronic records
- Must be proficient in Microsoft Office with advanced knowledge in Word and Excel
- Must clear background check and have reliable transportation

Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, sometimes for 2-6 hours, walk, reach with hands and arms, stoop, talk and hear
- Employee is required to sit, sometimes for a few hours at a time
- Must be able to lift and/or move up to 25 lbs

Please send cover letter and resume to: Jessica Hubbard at: jhubbard@girlsinc-oc.org
No phone calls, please. Submissions without a cover letter will not be considered.

For more information on Girls Incorporated of Orange County, please visit our website at: www.girlsinc-oc.org. Girls Incorporated is an equal opportunity employer.