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**Position:** Program Manager

**Position Summary:**

Ensure development, coordination, delivery of outcome-based programs and related enrichment activities for girls ages 5-18, in keeping with the core values and requirements of the affiliate and the national organization. Train and supervise programming staff. Manage relationships with programming partners. The Program Manager will be the key external face of programming for the Long Island community and be able to professionally interact with community stakeholders.

**Reports to:** Executive Director

**Supervises:** Program Staff, Interns, Program Volunteers

**Responsibilities:**

Program Management and Development

* Ensures that programs are administered in accordance with National Girls Inc. guidelines and values and the affiliate’s policies and procedures.
* Responsible for evaluation strategies to monitor programming staff and determine the need for improvements
* Supports the affiliate’s growth goals by expanding and delivering high-quality programs to meet the needs of girls in our broader community.
* Ensures that nationwide programs are effectively resourced, developed, and monitored in keeping with the organization’s budget, resources, and strategic plan.
* Research, identify, establish, and engage new program partnerships and cultivate strong relationships with program partners.
* Periodically review programs to ensure they remain relevant to the

developmental needs of girls and their changing interests.

* Ensures that programs are compliant with all grant delivery requirements, working effectively with development, operations, and leadership to communicate progress and needs.
* Ensures program delivery reflects a commitment to positive youth outcomes and effectively utilizes evaluation instruments to measure girls’ progress.
* Meets periodically with parents and community leaders to interpret programs and keep them up to date on Girls Inc. programs**.**
* Makes recommendations to Executive Director regarding program development and related matters. Keeps Executive Director informed of the program and related issues, trends, and unusual situations and provides progress reports.
* Participates in periodic assessment of own performance, including suggestions for own goals and objectives.
* Attends and participates in Girls Incorporated regional and national functions as agreed upon with the Executive Director.
* Supervise the management of programming databases.
* Completes other duties as assigned.
* Develops and maintains relationships with school partners and oversees the submission of proposals, contracts, COIs, building use forms, etc.

General Management:

* Ensure the fiscal management of all programs.
* Sets clear program goals and timelines and provides timely verbal and written updates of progress to the Executive Director.
* Collaborates with FD in the development of grant proposals, grant budgets, grant reporting, and program sponsor communications from a programming perspective.
* Recruits, supervises, supports, and evaluates assigned staff, interns, and volunteers; assesses their work and recognizes their efforts on-going, both formally and informally.
* Inspires and encourages creativity and innovation in staff and youth and fosters their involvement in program planning, problem-solving, and leadership development.
* Positively and effectively represents Girls Inc. and our affiliate to all stakeholders;

cooperates in mission-aligned inter-agency collaborative efforts and serves as

an advocate for girls in the community.

* Participates in staff meetings, conferences, training, on the local and national level and works collaboratively with other staff members/departments to meet/exceed affiliate goals and objectives.

**Qualifications:**

* Minimum Bachelor’s Degree with relevant courses in education, social work, psychology, and/or child development. MSW preferred.
* Demonstrated success in teaching, youth work, or related field, which includes experience in some or all of the following: supervision, curriculum development, group facilitation, and community relations.
* Excellent computer skills including Word, Excel, PowerPoint, website/social media interfacing, and database management.
* Demonstrated ability to both lead and inspire others and also work well as a member of a team.
* Can complete a background check resulting in no negative outcomes.
* Excellent communications skills, both verbal and written as well as great presentation skills.

**Job requirements:**

* Bachelor’s degree in related field. Master’s preferred: MSW
* An articulated belief in the mission of Girls Inc. and work in the area of girl’s empowerment.
* 3+ years of demonstrated experience in program coordination and developing programs for girls.
* Excellent written, verbal, presentation, and communication skills.
* Previous experience with data management or transferable skills with a proven track record of success a plus
* Ability to work flexibly in a fast-growing, entrepreneurial atmosphere, occasional evening and weekend work is required.
* Travel required.
* A sense of humor.

Girls Inc. of Long Island is an Equal Opportunity Employer