

## Program Manager

<b>Location</b>	Remote; based in San Diego, CA
<b>Status</b>	Full-time non-exempt
<b>Reports To</b>	Executive Director

### About the Role

Girls Rising is seeking a motivated Program Manager, responsible for the management, development, and implementation of our Big and Little Sister Mentor Program. The ideal candidate will be passionate about empowering the upcoming generation of girls in our local community, and will understand the benefits of mentorship. Must possess the unique ability to work independently and remotely, while staying connected to and in sync with the Girls Rising community of program participants, staff and Board.

### What You'll Do

#### *Program Management and Administration (75%)*

- Manage the advertising, communication, recruitment, selection, training, matching and periodic assessment/review processes for the mentors (Big Sisters)
- Manage the application, selection, matching and periodic assessment/review processes for the mentees (Little Sisters)
- Maintain relationships with families in order to ensure program satisfaction and address any issues with the match relationship that may arise
- Develop Social Worker/school database for referrals and expansion of Program into new areas of San Diego County
- Represent the Big and Little Sister Mentor Program at relevant meetings, training programs and seminars at County and State level
- Keep current with information and developments in relation to mentoring organizations
- Develop programs & events to encourage interaction between program participants
- Provide Board of Directors with Mentor Program updates as requested, including new processes, new statistics, and detail on any current grants; attend Board meetings as requested
- Maintain accurate, secure and timely records of Big Sisters, Little Sisters, Waiting Girls & Potential Big Sisters; Friends of the Mentor Program, Referring Agencies, Therapists, Volunteers, Interns, Schools and any other relevant organizations/persons
- Measure and monitor the ongoing effectiveness of the program and identify areas for improvement

#### *Events (25%)*

- Work closely with the Activities Committee to plan and execute events for Big and Little Sisters, e.g., Summer Picnic, December Holiday Party and other events
- Communicate and market events to Big and Little Sisters to encourage maximum event attendance and participation
- Manage events budget allocated by the Executive Director and Board of Directors

### **Education/Experience Requirements**

- B.S or B.A. Degree in social services field required; Master's Degree preferred
- Minimum of 2 years previous experience in a social service setting
- Bilingual in Spanish required
- Public speaking experience; comfortable providing monthly trainings

### **General Requirements**

- Reliable transportation for regular driving around San Diego County
- Demonstrable experience with Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and Google Suite (Google Calendar, Drive)
- Excellent communication, oral and writing skills
- Problem solving and issue resolution skills
- Training and interviewing skills
- Ability to work under pressure while remaining professional
- Detail-oriented and organized with ability to prioritize work
- Highly independent, have excellent time management skills and strong work ethic
- Digital marketing and/or graphic design experience a plus

### **Physical Requirements**

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. While performing the duties of this job, the employee is frequently required to:

- Sit, talk and hear
- Walk, occasionally climb stairs, use hands to type data, operate business machines, dial the telephone and reach with hands and arms
- Lift and/or move 5 lbs. and occasionally lift and /or move up to 15 lbs.

### **Perks of the Job**

- Pay range is \$19/hr to \$23/hr based on experience
- Ability to work remotely (Must be based in San Diego, CA. Will travel the county for meetings and events.)
- Medical benefits
- Generous paid time off
- Sponsored learning and development opportunities

### **About Girls Rising**



Girls Rising is a 501©3 non-profit organization that helps girls achieve success by pairing each girl with an individual mentor to serve as a positive, consistent role model in their lives. In addition, the program offers a series of social, educational and character building events for our Big and Little Sisters throughout the year to promote a sense of community, increase social support and introduce the girls to new experiences. <https://girlsrisingsd.org/>

**To apply, send your resume and cover letter to [info@girlsrisingsd.org](mailto:info@girlsrisingsd.org).**