

Girls Incorporated® Job Posting



POSITION TITLE: Program and Training Manager

RESPONSIBLE TO: Assistant Director of Program Services or Assistant Director of Training Services

LOCATION: National Resource Center, Indianapolis

Girls Inc. inspires all girls to be strong, smart, and bold, providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of *people*, an *environment*, and *programming* that, together, empower girls to succeed. Trained staff and volunteers build lasting, mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect, and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles, and improve academic performance. Informed by girls and their families, Girls Inc. also works with policymakers to advocate for legislation and initiatives that increase opportunities for girls. At Girls Inc., girls grow up healthy, educated, and independent.

Summary:

The Program and Training Manager will lead all aspects of designated projects and program and training areas within the context and framework of creating, supporting, and sustaining a Girls Inc. Experience with impact. Assigned programming focus areas may vary over time and will be determined with consideration of expertise, experience, skills, and availability.

Responsibilities:

1. Work with Program and Training Services staff to identify vision, goals, and priorities for core essential service program areas in alignment with the overarching Girls Inc. goals, priorities, and outcomes for girls.
2. Lead all aspects of assigned projects to successfully complete deliverables within the project timeline. Create and use detailed work plans that outline tasks and responsibilities. Work directly with affiliates in understanding and completing projects, initiatives, pilots, and training opportunities. Manage all project details including promotion, affiliate selection process, communications and support, developing and procuring contractual agreements, collaborating with Research Department on evaluations and surveys, designing and delivering training, and leading meetings. Collaborate with other key departments to promote the project and evaluate the impact.
3. Collaborate with department staff to conceptualize, write, and design programming/project written materials and web-based content consistent with the Girls Inc. mission and priorities, while maintaining standards and criteria for development, design, and assessment.

4. Collaborate with Development Department and other PTS staff to develop funding proposals and budgets for assigned projects and assigned programming areas. Work with assigned Development Dept. liaison in creating and reviewing funded project reports, cultivating funder relationships, and completing other project specific funder-related tasks.
5. Serve as a vital member of the Affiliate Relations Team in providing technical assistance, support, training, and resources to affiliate staff as requested or recommended. Areas of support and assistance may be both program content specific or general programming and training within the context of the Girls Inc. Experience.
6. Collect information on project related successes including photos, girls' stories of impact, quotes, and effective partnerships.
7. Develop, monitor, and report on assigned budgets and initiate project related financial transaction processes.
8. Work with others to develop and pursue innovative strategies to reach un-served and underserved populations of girls, using information and technology and other marketing and distribution methods to assist affiliates in extending the Girls Inc. programming reach.
9. Manage all aspects of training events and professional development opportunities as assigned, including contractual agreements with hired consultants/trainers according to established organizational and department procedures, working with Administrative Assistant on promoting opportunities, and providing event follow-up support and technical assistance.
10. Plan, lead, and/or assist with meetings, trainings, webinars, conferences, and other department and organizational events as assigned. Contribute ideas and content to development of training and professional development resources for use in face-to-face or virtual training or available as affiliate trainer design resources. Work with Assistant Director of Training Services and other department or national staff and consultants to assess effectiveness and determine how to enhance future events.
11. Engage national and affiliate staff, girls, and external subject matter experts in advisory roles in the program and resource development processes as often as practical and feasible.
12. Develop projects for and supervise interns as assigned.
13. Work with Director of PTS, other PTS and Affiliate Relations Team staff to achieve annual organizational objectives relevant to the strategic plan and priorities.
14. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise Interns and trainers/consultants as assigned.

Qualifications:

Education: Degree from four-year college or university in Education, Curricula Development, Youth Development, Informal Education Program Development, Recreation, or related area

Experience: At least three years related experience including prior program/project management experience, informal education programming, youth development, and program development. Experience with training adults via face to face, distance learning, and e-learning methods. Knowledge of youth development field and girls' developmental needs and issues required. Understanding of budget development, financial management, and grants management for federal and private funding. Experience representing diverse, multicultural populations.

Skills: Excellent project management skills. Ability to work independently and collaboratively to achieve project goals and willingness to focus on varying program topic areas. Budget development and expense tracking. Proficiency in Windows-based PC environment (word processing, spreadsheet, database, MIS, Internet). Skill in, and enthusiasm for, the use of information technology. Ability to work independently and collaboratively with teams. Detail oriented, well organized and possess strong written and verbal communication skills with the ability to speak effectively before groups. Willingness and ability to adapt communication style based on audience. The ability to speak and read Spanish is a plus.

Ability to lift and move up to 25 lbs. a distance of up to 10 feet.

Willingness to travel approximately 25% of time. Out-of-town trips may range from 1 day to 1 week.

Possess a commitment to honor and support Girls Inc. Values:

- Recognize and support the strength in every girl
- Drive for results anchored in accountability
- Respect the dignity of each human being
- Appreciate, embrace and advance diversity
- Operate collaboratively

Interested applicants should send a resume including cover letter with salary requirements to the link below no later than October 15, 2015. No phone calls, please.

<https://girlsinc.secure.force.com/recruiting/OpenPositionDetail?ph=cdff7561d397252ab047e2015722466f4c56c878153e4b6a43fdd178618f1203>

AN EQUAL OPPORTUNITY EMPLOYER

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