

Job Description / Announcement



Position: Program Manager

EXEMPT

Responsible to: Associate Director of Program and Training Services

Location: NRC (Indianapolis, IN)

Background: Girls Incorporated® is a nonprofit organization that inspires all girls to be strong, smart, and boldSM through a network of local organizations in the United States and Canada. With local roots dating to 1864 and national status in the U.S. since 1945, Girls Inc. responds to the changing needs of girls and their communities through research-based programs and advocacy that empower girls to reach their full potential and to understand, value, and assert their rights. In 2008, Girls Inc. reached over 900,000 girls through Girls Inc. affiliates, our website, and educational publications.

Departmental Role: To develop and sustain relevant mission-driven programs, build the capacity of affiliates to deliver programs with integrity using the Girls Inc. approach to programming, and serve as a resource to affiliates, providing expertise on working effectively with girls.

Summary:

Responsible for all aspects of the designated Girls Incorporated sexuality, pregnancy/STD/HIV prevention, and substance abuse prevention education programs/projects and related product areas.

Principal Responsibilities:

Lead project team to identify priorities and goals for program/project development within the designated programming area.

Lead project team to conceptualize, write, and design program/project materials consistent with the mission of the organization.

Maintain standards and criteria for documentation, development and design of all written materials, publications, and other products directly related to program/project development and training.

Collaborate with affiliates and program partners to develop, refine and augment programs and program services in the designated programming area.

Provide technical assistance for designated program or project area to affiliate staff.

As appropriate, manage all aspects of the program piloting process, including the selection of pilot sites, monitoring pilot site deliverables and payments, and the relationship with the pilot site staff.

Work with others to develop and pursue innovative strategies to support affiliates in reaching un-served and underserved populations of girls, using information and

technology and other marketing and distribution methods to extend the Girls Incorporated programming reach.

In collaboration with supervisor and fund development department, develop funding proposals and budgets for the designated programming area.

Collaborate with the Budget Coordinator to monitor budget and financial reports for the designated programming area.

Collaborate with other PTS staff and project team(s) to develop, or periodically review and revise, the designated program training agendas, activities and materials for use with diverse training audiences and markets. Participate in and lead assigned activities for designated program area's training events.

Participate on organizational project teams and perform other duties as assigned.

Qualifications:

Master's degree preferred or Bachelor's degree plus a minimum of three years related experience with emphasis in informal education program development, girls' development, gender equity, adult learning theories, or equivalent combination of education and experience.

Prior program/project management and operations experience.

Prior experience in informal education program and curriculum development.

Experience in writing for diverse audiences.

Understanding of girls' development and the issues facing them.

Understanding of budget development, financial management, and grants management for federal and private funding.

Ability to work independently and collaboratively with project teams.

Proficiency in Windows-based PC environment (word processing, spreadsheet, database, Internet). Skill in, and enthusiasm for, the use of information technology.

Willingness to travel.

The ability to speak and read Spanish is a plus.

Experience in sexuality, pregnancy/STD/HIV prevention, and substance abuse prevention education programming desired.

This is a full-time, exempt position offering a salary commensurate with education and experience and a comprehensive benefits package, plus an attractive and supportive work environment

To apply by mail, fax or email, send resume, letter and salary requirements to:

Girls Incorporated - National Resource Center

Attn: Program Manager Position (CDC)

441 West Michigan Street

Indianapolis, IN 46202-3287

Fax: (317) 634-3024

Email: jobs@girlsinc.org. Please type "CDC Program Manager" on subject line.

Deadline: November 30, 2009 or until filled

Start date: Immediately

AN EQUAL OPPORTUNITY EMPLOYER

10.29.09