Organizational Overview

Girls Inc. of Alameda County’s mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls’ changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County’s operating budget is $6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

Position Overview

The Elementary Program Manager must have the ability to motivate, and the passion to inspire others to deliver a model after school program for school age youth in grades K-5. The manager will oversee GIRLStart and BoySOAR, a literacy program that builds self-esteem and achieves grade-level reading for kindergarten through 3rd grade participants, as well as TEAM, a youth development program designed to increase the physical fitness, life skills, self-esteem, familial engagement and academic success of 4th and 5th graders. At each elementary site, programming includes literacy activities, reading instruction, enrichment programs, leadership development, general academic support, homework assistance, family involvement, sports, health and STEM (science, technology, engineering, & math).

The Elementary Program Manager must be an experienced and dynamic person able to motivate and support the site leadership and its operations, ensure compliance with complex government and foundation funding, as well as uphold all expectations of Girls Inc.’s role in after school collaboratives, whether as lead agency or subcontractor. The Elementary Program Manager will oversee school sites in Alameda County (Oakland and San Leandro), and will be responsible for program replication and site start-ups as required. Above all, this person must have the ability to inspire staff to spark curiosity, creativity, and confidence in youth while ensuring improvements in academic outcomes.

Major Duties and Responsibilities

- Determine and oversee elementary school site needs in the areas of quality literacy programming, educational enrichment activities, staff development and youth development practices.
- Collaborate with school districts, other community organizations, agency representatives and various school staff to ensure quality after school programming.
- Innovatively plan and implement the successful operation and growth of sites through program replication and relationship development of schools.
- Identify appropriate strategies—such as training, consultation, coaching and planning sessions to meet the needs of specific program sites as well as cross-site training.
- Recruit, hire, train, supervise, and support Site Coordinators to meet programming needs.
Support and ensure training and consultation for Site Coordinators to handle difficult staff situations, youth conflict resolution, and challenging situations involving the schools.

Assess needs for program development or revisions through process and outcome evaluations and work with Site Coordinators to develop site-specific plans to meet program outcomes.

Prepare written qualitative and quantitative program reports and work with other Girls Inc. staff and/or consultants in implementing more extensive program evaluation.

Work with Site Coordinators and their staff in developing, implementing and refining curriculum based on literacy best practices and youth development principles.

Work with Site Coordinators to develop and ensure quality community events and programming, and collaborate with community partners to enhance program delivery.

Manage contracts and corresponding collaboratives at relevant school sites; comply with contract requirements for subcontractors at sites.

Work in collaboration with the Grants, Evaluation and Finance Departments of Girls Inc. to manage administrative, fiscal, and contract management of the program and sites, including tracking participant demographics and academic progress, and preparing reports to funders.

Prepare and manage program budgets.

Work collaboratively with the Girls Inc. Literacy Specialist to ensure quality delivery of literacy programming at the school sites.

In conjunction with the Community Engagement Manager and Site Coordinators, train and support a strong and large cadre of elementary program volunteers.

Develop and manage community partnerships to enhance the elementary programs.

Oversee and develop effective written and printed materials that promote and support the elementary programs.

Participate in and/or lead staff meetings, trainings, and school site collaborative meetings and school district meetings/trainings as scheduled.

Support site by substituting as a Program Coordinator or Program Leader, as needed

Manage, oversee and plan for summer programming at Concordia

Perform other duties as assigned.

Qualifications

Significant knowledge and experience (minimum 3 years) in literacy development, youth development and after-school educational settings.

Significant experience supervising staff (minimum of 3 years) and ability to coach Site Coordinators to support their staff.

Knowledge and commitment to designing and managing girl-centered programs, and experience working in urban school settings.

Proven experience working with and managing programs for elementary age youth, representing diverse cultures, ethnicities, languages and abilities.

Experience in quantitative and qualitative program evaluation.

A minimum of two years of experience overseeing governmental, foundation and/or federal funding.

Ability to demonstrate a high level of cultural competency especially as related to incorporating diverse cultures, ethnicity, languages and abilities into delivery of programs, materials and communication.

Ability to communicate effectively in all expected modes of communication with youth, teachers, co-workers, community partners, and volunteers.
Experience working with families and supporting family involvement in their children’s education.
Experience in and enthusiasm for supporting volunteer involvement.
Proficiency in MS Office suite applications
Ability to bend, lift, move up to 15 lbs.
Background clearance from the Department of Justice.
Proof of TB test within the last three years
A valid California Drivers License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
B.A. degree preferred

Salary and Benefits
Salary commensurate with experience. Girls Inc. offers employer paid medical benefits, a 403B plan and voluntary vision, dental and life insurance. Flexible spending and pre-tax parking and transit plans are also available.

Girls Inc. of Alameda County is proud to be an equal opportunity workplace. At Girls Inc., promoting, celebrating, and supporting diversity is core to our mission. Individuals are considered without regards to race, gender, age, sexual orientation, gender expression, religion, color, veteran status, disability, marital status, or ancestry. People of color are strongly encouraged to apply for this position.

To APPLY
Please send resume and cover letter to: talent@girlsinc-alameda.org

For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org