

Community Programs Manager

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by 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 interventions in elementary school and exciting hands-on STEM and STEAM 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. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

About the Role

The Community Programs Manager must be an experienced and dynamic person able to motivate and support program coordinators and the operations of in-person and/or virtual programs, ensure compliance with government and foundation funding, as well as uphold all expectations of Girls Inc.'s role in after school, summer and community-based programs. The Community Programs manager will oversee the Eureka! Rookie (8th grade), Vet (9th grade) and Internship (10th grade) programs as well as other high school aged programming. Above all, this person must have the ability to inspire staff to spark curiosity, creativity, and confidence in girls as well as understanding barriers to equity for girls of color in Oakland.

At this time Girls Inc. of Alameda County is working a hybrid schedule which requires minimum in the Oakland office time.

Job Summary

- Work collaboratively with the High School Programs Manager and Senior Director to provide a cohesive continuum of programming.
- Plan, design, support staff and evaluate hands-on, intentional curriculum grounded in youth development principles around social justice and career and college readiness.
- Recruit, hire, train, supervise, and support coordinators to meet programming needs.



- Support and ensure training and consultation for coordinators to handle difficult situations with girls and families, girls' conflict resolution, and challenging situations with community partners.
- Provide training to teams of staff about Girls Incorporated, its mission and its policies, as well as specific training in the focus of the programs, their structure, and program strategies.
- In partnership with the Grants and Evaluation Team, assess needs for program development or revisions through process and outcome evaluations and work with coordinators to develop site-specific plans to meet program outcomes.
- Work collaboratively with coordinators and program leaders to plan and implement the successful operation and growth of programs.
- Work collaboratively with community-based organizations, corporations, local universities and staff to enhance program delivery.
- Work with coordinators to develop and ensure quality community events and programming, and collaborate with community partners to enhance program delivery.
- Manage administrative, fiscal, and contract management of the program and sites, including tracking participant demographics and academic progress, and preparing reports to funders.
- In conjunction with the Community Engagement Manager and other community program coordinators, train and support a strong and large cadre of program volunteers as needed.
- Oversee and develop effective written and printed materials that promote and support the Eureka Programs and Community Programs Dept.
- Participate in and/or lead staff, program management team meetings.
- Perform other duties as assigned in person or virtual workspace.

About You

- Passion for the mission of Girls Inc. of Alameda County
- Minimum 3 years in youth development and in educational or community-based settings.
- Significant experience supervising staff (minimum of 3 years) and ability to develop and coach coordinators to support their staff.
- Knowledge of barriers to equity for girls of color in Oakland and experience designing and managing girl-centered programs.
- Experience and/or interest in STEAM - science- based programs, technology, engineering, arts and math.
- 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, parents, co-workers, community partners, and volunteers.
- Proficiency in MS Office suite applications.



- A valid California Driver's License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc. of Alameda County.
- Bilingual in Spanish-English highly desired.
- B.A. degree or extensive, relevant experience.
- Ability to work evenings and weekends to support events, programming and field trips.
- Background clearance from the Department of Justice.

What We Offer

- Compensation: *\$68,500 annually*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training



Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

To APPLY Please send resume and cover letter to: [talent @ girlsinc-alameda.org](mailto:talent@girlsinc-alameda.org). For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.

