

Programs Manager

Department: Programming

Supervisor: Director of Programs and Faculty

Start Date: TBD

Work Hours: 40 per week, **Monday – Sunday (flexible)**

Salary starting at: \$50,000 – \$60,000 plus benefits



ORGANIZATIONAL OVERVIEW

Inclusive Communities (IC) confronts prejudice, bigotry and discrimination through educational programs that raise awareness, foster leadership, and empower advocacy for a just and inclusive society. As an organization, we envision a society that is strengthened by diversity, inclusion, respect, and justice for all people.

GENERAL FUNCTION

The Programs Manager will lead and directly supervise the Program Partner Team. The Programs Manager will cultivate and maintain relationships among organizations, schools, businesses, and team members. The ideal Programs Manager is a strong leader, experienced, detail-oriented, self-motivated, and creative. The Programs Manager reports to the Director of Programs and Faculty (DPF) by whom the specifics and parameters of the job are further defined.

RESPONSIBILITIES

- Responsible for overseeing the day-to-day operations of the Program Partner Team.
- Oversee the youth programs- IncluCity, IncluCity Middle and the development of IncluCity Elementary.
- Review all edits to the youth program curriculum.
- Assist DPF with client consult meetings and writing client proposals.
- Coordinate with DPF on the facilitation schedule of workshops.
- Collaborate with the Volunteer and Faculty Manager (VFM) on developing training/onboarding for contracted faculty.
- Work in collaboration with the programming team and other staff in delivering events, trainings and workshops.
- Stay up-to-date on keyways to facilitate Diversity, Equity, and Inclusion (DEI) and anti-racism trainings and workshops.
- Monitor changes and newly introduced policies and laws around diversity, equity and inclusion.
- Attend coalition meetings, workshops, community groups as a representative of IC and bring relevant opportunities to the organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to lead a diverse team and create psychologically safe work environments.
- Excellent organizational, problem solving, interpersonal, and conflict management skills.
- Ability to work independently and effectively manage time to meet deadlines.

- Strong verbal and written communication skills.
- Strong facilitator.
- Ability to build and strengthen new and existing collaborative relationships, professional networks.
- Manage leaders from various business sectors.
- Must be a team player with an excellent ability to multitask.
- Excellent computer skills in: Microsoft Office, Google Workspace and Adobe Acrobat.

WORK EXPERIENCE

- 1-2 years managing a team.

EDUCATION

- An Associates or Bachelor's degree in business, education, social work, psychology, public administration/management, or a related field is preferred, but not required. Relevant work experience will substitute for educational background.

LICENSURE AND OTHER DESIGNATIONS

- Valid driver's license with reliable form of daily transportation and/or vehicle insurance.
- Bilingual in Spanish (preferred but not required).

REQUIREMENTS OF ALL POSITIONS

- Ability to relate well with people from diverse backgrounds, both in groups and individually, including but not limited to youth, adults, school representatives, nonprofit and government professionals.
- Sincere dedication and overall passion and personal commitment to the mission and philosophy of Inclusive Communities.
- Knowledge of the organization's primary proficiencies (e.g., dialogue, education, conflict resolution and advocacy) and a personal vision of communities built on justice, respect, and inclusion for all.
- Ability to interact and co-exist respectfully with fellow staff members, volunteers, and community members from diverse backgrounds.
- Satisfactorily pass a background check.
- Ability to work some evenings and weekends as needed.

CORE COMPETENCIES FOR SUCCESS

COMMUNICATION SKILLS

Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; The message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other team members, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems.

MANAGEMENT/LEADING A TEAM

Able to communicate clearly and effectively; Organized and able to manage own calendar; Ability to delegate effectively; Open to feedback and perspectives; Problem-solving skills; Ability to make decisions on own; Experienced in managing a team of individuals; Has the knowledge and understanding to guide and lead individuals in unique ways.

INTERPERSONAL SKILLS

Relates well with others; Treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in nonthreatening ways; Considers and responds appropriately to the needs, feelings, and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external partners; Effectively handles challenging or tension filled situations.

PARTNER FOCUS

Prioritizes partners (internal and external) and their needs as primary; Develops and maintains partner relationships; builds credibility and trust; Quickly and effectively solves problems; Provides prompt, attentive service in a cheerful manner; Adapts to changing information, conditions or challenges with a positive attitude; Incorporates partner's feedback into delivery of service to provide the best experience possible for the partner; Actively promotes IC in community by serving as an IC ambassador or volunteer.

FUNCTIONAL EXPERTISE

Has the skills, abilities, knowledge, and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; Actively pursues information related to problems; Effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively.

LEADERSHIP COMPETENCIES FOR SUCCESS:

DEVELOPING OTHERS

Provides constructive, concrete, behavioral feedback to others; Shares information, resources, and suggestions to help others be more successful; Delegates work assignments or responsibilities that will help develop abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Works well with the organization's system for developing others.

INFLUENCING OTHERS

Persuades others to adopt or build on ideas or recommendations; Facilitates "win-win" situations; Advocates position effectively; Engages in healthy, constructive debate and dialogue; Stimulates discussion to higher level, bigger picture; Develops trust in a timely

manner to facilitate conversations; Versatile in style-diplomatic and direct depending on situation needs.

INTROSPECTIVE

Proactively seeks to understand his/her strengths and areas for growth; Applies information to best serve the organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions; Seeks to understand others – their function, role, challenges, style – and responds accordingly to achieve the most productive working relationship; Seeks understanding of his/her values and those of others to help motivate and inspire others.

PERFORMANCE MANAGEMENT/ACCOUNTABILITY

Puts processes and procedures in place to ensure organizational success; Puts target metrics in place; Sets clear, well-defined performance outcomes and tracks progress; Holds self and others accountable for achieving goals and objectives, Delegates responsibilities effectively to others to manage his/her workload appropriately; Provides constructive feedback and resources for growth and development; Holds meetings on a regular basis to discuss expectations and performance.

TEAM BUILDING

Develops networks and builds alliances; Participates in cross functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride, and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; Create and participates in team building sessions; Cultivates open discussion; Success equates to the “entire” team and not individuals.

INTERVIEW PROCESS AND TIME COMMITMENT

Inclusive Communities utilizes a three (3) part interview process as follows:

- 45-minute telephone interview
- 90-minute panel interview, in-person or via Zoom
- 60-minute final interview, in-person or via Zoom

To apply email Dominic Green, Director of Programs & Faculty, at Dominic@Inclusive-Communities.org and Cammy Watkins, Executive Director at Cammy@Inclusive-Communities.org.