



of Los Angeles

POSITION ANNOUNCEMENT

JOB TITLE: Program Site Manager, Girls Inc. of Los Angeles
REPORTS TO: Chief Program Officer
TYPE: Full-time, OT exempt
Annual salary - \$70,350
LOCATION: Los Angeles, California
Hybrid, on-site 3-5 times a week

ORGANIZATIONAL OVERVIEW

Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole-girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girl-positive, physically and emotionally safe, where there is a culture of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls.

POSITION OVERVIEW

Girls Inc. of Los Angeles has an exciting opportunity for an experienced and passionate Program Site Manager to join our team. The Program Site Manager will be instrumental in the development and execution of the Girls Inc. program at multiple LAUSD campuses across Los Angeles. A successful Program Site Manager will oversee the implementation and effectiveness of the Girls Inc. experience* on our school campuses by training and coaching the Program Facilitators and collaborating with school-based staff and community members. To be an effective program team member in this role, the Program Site Manager must be comfortable working with and leading diverse teams, collaborative when engaging with strategic community partners, and creative when approaching their work.

**The Girls Inc. experience refers to how youth, school stakeholders, and community members interact with Girls Inc. staff and volunteers, program spaces, and content.*

PRIMARY RESPONSIBILITIES

Program Facilitator Experience and Management

- Supervise, coach, and develop Program Facilitators (PFs) in implementing the Girls Inc. experience on campus
- Lead PF team with a people-first and people-centered management, ensuring a positive work experience and environment
- Use restorative coaching and management strategies to ensure PFs are meeting expectations
- Implement quarterly performance management meetings with direct reports
- Host weekly one-on-one meetings with direct reports
- Establish systems to implement feedback to increase positive PF experience and effectiveness

Girls Inc. Experience Program Management

- Attend campus (or club during summer) programming weekly, observing for youth safety, program quality, and Program Facilitator effectiveness

- Oversee participant recruitment strategies for all after-school classes and on-campus events
- Effectively observe and coach Program Facilitators on group instruction, classroom management, and student engagement techniques
- Provide positive and constructive feedback to ensure high-quality instruction and student engagement
- Consult with Girls Inc. Program Services Director on Girls Inc. program curriculum, offering feedback and ensuring content is engaging, age-specific, and culturally relevant
- Oversee timely data submission, tracking, and collection
- Elevate any challenges/issues to supervisor in a timely manner

School/Summer Club Partner Relationship Management

- Cultivate relationships with necessary stakeholders on campus (administration, office staff, other after-school programs, etc.), ensuring necessary conditions and resources are in place for successful program implementation
- Host a minimum of quarterly meetings with school liaisons
- Collaborate with appropriate school partners to integrate Girls Inc. as a reliable and necessary community partner on campus
- *Summer Club*: Cultivate mutually beneficial relationships with necessary stakeholders at the club site

Caretakers and Community Engagement

- Creatively engage caretakers throughout the program year, deepening their connection to Girls Inc.
- Assess collaboration and partnership opportunities (field trips, guest facilitators, single session events, etc.) with organizations or community partners, further enriching the Girls Inc. experience

Volunteer Program Management

- Organize volunteer deployment that supports both Girls Inc. programming and volunteer experience
- Facilitate productive relationship-building between Program Facilitators and volunteers
- Ensure a positive experience for all in-class program volunteers

SKILLS REQUIRED

- Experience managing and coaching people
- Ability to work on and lead teams
- Analytical skills, logical thinking, problem-solving skills, and time management
- Excellent communication skills
- Detail and solution-oriented, with strong organizational and planning skills
- Experience building and maintaining strategic relationships
- Experience working in schools preferred
- Non-profit experience preferred
- Bilingual in English/Spanish preferred

OTHER QUALIFICATIONS

- Bachelor's degree or equivalent work experience preferred in education, psychology, social work, or a related field
- Reliable transportation
- Passionate about the Girls Inc. mission and values
- Committed to the values of diversity, inclusion, and empowerment

BENEFITS

Full-time employees are eligible for all benefits, including vacation, sick days, and organization holidays. Benefits also include 401k, health, and dental plan.

TO APPLY

Send your resume and cover letter to careers@girlsincla.org.