

# SADIE NASH LEADERSHIP PROJECT

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## Program Manager - Full Time

Based in NYC and NWK

### Who We Are

Sadie Nash Leadership Project (SNLP) provides award-winning experiential social justice education and leadership development programs to nearly 700 young women and gender-expansive youth of color in New York City and Newark, NJ each year. Operating with love and rigor, we use the tools of popular education to build critical consciousness, community, and college readiness. Our programs include a nationally recognized six-week summer institute, in-school and after-school classes, college access and persistence support, and an advanced-level fellowship to design and implement an original social justice project. We strengthen, empower, and equip our participants to lead lives in committed pursuit of joy and liberation for self and community.

### Program Manager Description

Sadie Nash Leadership Project is seeking full time Program Managers to develop, implement and guide a range of our award-winning programs. The ideal candidate will have a strong track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders, experience in youth development, social justice education, college counseling and career readiness, and excellent program management skills.

They have exceptional organizational skills and the ability to handle multiple competing projects and meet deadlines, while maintaining an open mind and consistent communication. They are committed to supporting young women and gender-expansive youth of color, first-generation college students, and lower-income families while proactively advancing equity and access in their work environments.

### The Different Roles

The **Leadership Programs Manager**, will be based in Newark, NJ, reports to the Director of Programs and is responsible for the following:

- Manage staff, interns, and volunteers to ensure successful implementation of SNLP programming, in particular: Summer Institute and Siblinghood Academy, and directly supervise the leadership program coordinator specifically our Leadership Development programs:
- Work collaboratively with SNLP educators to co-plan and/or co-facilitate core programming, special initiatives and events for Nashers--responding to current topics of interest for young women, gender-expansive youth, and communities of color

- Design and facilitate parent/family engagement workshops, information sessions, and initiatives that support individual student outcomes and programmatic goals
- Lead program members to envision, align, and manage administrative aspects of program development and implementation of leadership programs (including budget, student attendance tracking and evaluation)
- Support the development and updating of educational and curriculum materials, including lesson plans, handouts, and multimedia resources. Ensure materials are accessible and culturally relevant.
- Build and sustain local partnerships and represent Sadie Nash in professional learning groups/networks, training sessions, outreach fairs, community events, and fundraising and promotional events

*Applicants that are currently located in Newark, NJ and have strong community ties to the Newark community will be prioritized for this position.*

The **Partnership Program Manager** will be based in Newark, NJ, reports to the Director of Programs and is responsible for the following:

- Manage the design, implementation, and evaluation of our partnership program in schools and community organizations, ensuring programs are aligned and integrated with the SNLP's mission and goals.
- Assist partnership sites in the planning and execution of programming, including workshops, training sessions, and curriculum development
- Develop metrics and tools to assess the impact of school partnerships and programs, and collect data, analyze outcomes, and provide regular reports to stakeholders
- Supervise partnership program team, including a full time coordinator and 20 - 30 part time faculty and deans
- Identify, develop, and manage strategic partnerships with schools, districts, community and educational organizations to support social justice initiatives
- Lead outreach efforts to engage new schools and CBO's, maintain robust relationships with existing partners and represent the organization at educational conferences, meetings, and events
- Participate in the budgeting and program planning for assigned areas, working closely with program leadership to develop and implement the overall vision for programs

*Applicants with an LMSW will be prioritized for this position.*

The **College Access and Career Success Manager** will be based either in NYC or NWK, reports to the Assistant Director of Programs and is responsible for the following:

- Manage operations of college access and career success initiatives (Nash U, Leadership Scholars, ELLA Fellowship and alumni programs), ensuring recruitment and retention and curricular goals and objectives are met, and collecting and analyzing data to assess program effectiveness and inform continuous improvement
- Supervise college access and career success team, including a full time coordinator and 3 - 5 part time faculty and deans

- Build and maintain relationships and partnerships with local high schools, community organizations, and higher education institutions, in order to reach program and Nasher goals
- Participate in the budgeting and program planning for assigned areas, working closely with program leadership to develop and implement the overall vision for programs

## Keys to Success

To be successful in this position, you will need to excel in these core areas:

- **Deep knowledge of the field:** At least 4 years of experience working with young women and gender-expansive youth of color, first-generation college students, and lower-income families. Experience in implementing leadership development, restorative justice, social justice and political education programming, college access and career success programming or youth and community organizing programs is a must.
- **Project management:** You are detail oriented and have exceptional organizational skills. You have the ability to analyze programmatic and administrative problems, evaluate alternative solutions, and recommend effective courses of action.
- **Inclusive leadership:** Guided by Sadie Nash's values, you have experience in overseeing a team of full time and part time staff, and sometimes volunteers. You are an accountable leader and have the ability to manage challenging situations and conversations with care and professionalism.
- **Relationship building:** You have the ability to communicate effectively, both orally and in writing and can prepare and deliver presentations and written materials appropriate for diverse platforms. You connect easily with and earn the confidence of a wide range of internal and external stakeholders.
- **Drive to achieve impact and reach:** Commitment to providing high quality programming to youth in New York City and Newark, NJ, seeking opportunities to expand and deepen Sadie Nash's work in impactful ways.

## What else you should know

*SNLP is an Equal Opportunity Employer. We are looking for a diverse applicant pool and strongly encourage women of color, immigrants, gender-expansive people, members of the LGBTQIA+ community, and applicants from low-income and working class backgrounds to apply.*

This is a full time position. This is a hybrid position: 3 days in office & 2 days remote, with an expectation of 35 - 40 hours per week. Applicants should be able to work outside of standard business hours, including weekends and evenings, as needed. This position requires some travel (approximately 2-3 times per month).

The salary range for this position is 52K - 60K and benefits include:

- Medical, vision, and dental coverage,
- Generous paid time off, and two weeks of office closure throughout the year
- Quarterly wellness reimbursements
- Professional learning funds
- Employer contribution to your retirement fund

**How to Apply:** Submit your application via Idealist based on desired location. For **NYC-based** applications: <http://bit.ly/3LpXGQ3>. For **Newark, NJ-based** applications: <http://bit.ly/4bJAA1j>.