



## **Program Manager at Girls Inc. of Metropolitan Dallas**

### **Shape the Future of Youth Development**

Are you passionate about empowering young girls to reach their full potential? Do you excel in program management and youth development? Girls Inc. of Metropolitan Dallas is seeking a dynamic Program Manager to lead our transformative initiatives and make a lasting impact on the lives of girls in our community.

### **Position Overview**

As the Program Manager, you will be at the forefront of our mission to inspire all girls to be strong, smart, and bold. Reporting to the AVP of Program Services, you will oversee a portfolio of innovative programs, lead a team of dedicated Program Facilitators, and collaborate with external partners to create life-changing experiences for girls across the Dallas metropolitan area.

### **Key Responsibilities**

#### **Program Management and Implementation**

- Develop and implement strategic program recruitment plans to meet enrollment targets
- Oversee the planning and facilitation of assigned programs, ensuring fidelity to the Girls Inc. Experience
- Design and adapt curriculum to meet the evolving needs of our participants
- Monitor program implementation to ensure success, and recommend program improvements
- Oversee meaningful volunteer engagements for corporate partners
- Manage program budgets effectively, ensuring responsible stewardship of resources
- Stay informed about trends in youth development, girls' and women's issues to enhance programming

#### **Youth Development and Mentoring**

- Create a pro-girl learning environment that is safe, challenging, and engaging
- Integrate social-emotional learning principles into all program activities

- Mentor and guide participants, fostering their personal and leadership development
- Ensure child safety protocols are rigorously followed in all program activities

### **Team Supervision and Leadership**

- Supervise, train, and coach Program Facilitators, fostering a culture of excellence and continuous improvement
- Conduct regular team meetings and performance evaluations to guide and support staff success

### **Community Outreach and Parent Communication**

- Represent Girls Inc. at community events to build awareness of our mission and programs
- Develop and maintain strong relationships with parents, guardians, and community partners
- Implement effective parent communication strategies to ensure family engagement in our programs

### **Impact Assessment and Program Evaluation**

- Oversee the collection and analysis of program data to measure impact and support grant outcomes
- Conduct regular program evaluations to ensure continuous improvement and relevance
- Submit program reports as requested; maintain and submit required internal agency documents

### **Qualifications**

#### **Required**

- Bachelor's degree in Education, Social Work, Nonprofit Management, or related field (or equivalent experience)
- 3+ years of experience in youth development or related field
- Proven track record in program management and leadership
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work
- Strong skills in curriculum design and implementation
- Excellent communication and interpersonal skills
- Flexibility to work occasional evenings and weekends

- Proficiency in Microsoft Office suite
- Valid Texas driver's license and reliable transportation

### **Preferred**

- Bachelor's degree in a relevant field
- Bilingual in Spanish
- 2+ years of experience specifically in youth development program management

### **The Ideal Candidate**

We are looking for a passionate youth development professional who brings:

- A deep commitment to inclusivity and diversity in all aspects of programming
- Strong cultural competence and ability to work with diverse communities
- Excellent conflict resolution and problem-solving skills
- Creative approach to curriculum design and program innovation
- Ability to build and maintain strong community partnerships
- Passion for mentoring and developing both youth and staff

### **Why Join Girls Inc. of Metropolitan Dallas?**

- Make a tangible impact on the lives of girls in our community
- Lead innovative programs that address critical issues facing girls today
- Work with a passionate team dedicated to empowering the next generation of leaders
- Opportunities for professional growth and leadership development
- Competitive salary (\$55,000-\$70,000, annually) and benefits package

### **How to Apply**

Ready to empower girls to change the world? Submit your resume and a cover letter highlighting your passion for youth development to [careers@girlsincdallas.org](mailto:careers@girlsincdallas.org). No phone calls, please.

Girls Inc. of Metropolitan Dallas is an Equal Opportunity Employer committed to diversity and inclusion. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other factor protected by law.

Join us in inspiring all girls to be strong, smart, and bold!