



External Job Posting: Programs Manager

Who WE are:

- We are a non-profit organization established in 1978, located in downtown Des Moines, IA.
- We offer free Empowerment, Young Moms and Counseling services that support, educate and advocate for over 1,000 participants ages 10-24 every year.
- We work every day to fulfill our mission to empower participants to be strong, self-confident and resilient.
- We are a diverse, passionate group of staff who value the importance of intersectional feminism, advocacy, trauma responsiveness, community, equity and accessibility.
- We believe in supporting the physical, mental and emotional health of our team through internal practices and benefits reflective of the type of employment we hope for the participants we serve.

Who YOU are:

- You are a strong believer that all girls and young women should be empowered to be strong, self-confident and resilient.
- You are someone who cares about positive client/participant relationships, creating safe spaces and connections.
- You cultivate and instill trust with others through integrity and forthright honesty.
- You value differences, recognizing that different perspectives and cultural diversity make the world a better place to be.
- You are able to drive engagement of teams, connecting to overall vision and purpose.
- You are adaptable and can adjust to match the shifting demands of different situations.
- You are resourceful. You know how to secure and deploy resources both effectively and efficiently.
- You display effective communication and collaboration to lead and coordinate delivery of services.

What WE need for this role:

We need you to fill the role of **Programs Manager**. This is a **FULL-TIME, EXEMPT** position, **Starting Early August**. You will wow us by masterfully performing the following key duties and responsibilities:

- Train, supervise, direct and cultivate growth and development of Empowerment and Young Moms teams.
- Strong collaboration with Senior Programs Director on all implementation and reporting of programming.
- Schedule in-school/after school groups and programming.
- Lead coordination of annual participant events.
- Lead coordination of annual spring break and summer program.
- Ensure accountability within the team. Including, but not limited to, team leadership techniques, effective management of performance issues, documentation and staff supervision.
- Provide back up facilitation as needed for program groups
- Monitor and track all Empowerment/Young Moms programming outcomes and outputs.



To be successful in this role, WE'LL need YOU to

- Have a Bachelor's Degree in a related field or equivalent experience of 4 years or more.
- Have 3 or more years of experience working with a diverse population of youth.
- Have 2 years of management/supervisory experience.
- Have 2 years of experience with curriculum planning and facilitation of groups.
- Exhibit strong interpersonal, communication and relationship building skills.
- Be Organized, flexible, creative and energetic.
- Have experience in trauma informed care and responsiveness.
- Pass all required criminal history background checks.
- Adhere to our Guiding Principles, Mission, Core Competencies and Confidentiality Policy.
- Maintain a valid driver's license and automobile insurance.

How WE'LL make it worth YOUR while

- We will pay you an annual salary between \$48,000-\$52,000 depending on experience.
- We will pay for your individual health, dental, short/long-term disability and life insurance, if eligible.
- We will give you paid time off that is flexible and meets your needs with our Responsible Time Off Policy.
- We'll pay you for our nine agency holidays and two additional personal holidays to be used at your discretion.
- We will support your mental and emotional health with an Employee Assistance Program as well as a \$300 wellness reimbursement.
- We will support and invest in your professional development through \$300 towards trainings or education of your choice, as well as up to 60% tuition reimbursement.
- We will support the growth of your family with 12 weeks paid parental leave, and a flexible work environment that accommodates you and your family.
- We understand that you have commitments outside of the workplace, and we will do our very best to offer you flexibility in your work schedule. This includes time off to practice civic engagement and vote in all local, state and national elections.
- We will provide you with an amazing work environment where you will get to make a difference every day.

The YWRC strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English