



Job Title	Sisters in Strength Program Manager
Reports to	Director of Programs
Location	Brooklyn, NY
Status	Full-time
FLSA Status (OT eligibility)	Exempt

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of girls and women. Through youth organizing, leadership development, and community-building for gender and racial equity, GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color, and gender non-conforming (GNC) youth of color.

In 2002, GGE established a dual approach to community-based advocacy and direct service that develops youth leadership and strengthens resources within the communities we serve through our three core programs – Sisters in Strength (SIS), Urban Leaders Academy (ULA), the Young Women’s Advisory Council (YWAC). Within our approach, GGE engages young people of color to mobilize and collectively work toward gender, race and class equity. GGE also spearheads a range of participatory processes to center the needs of cis and trans young women and gender nonconforming youth of color locally and nationally.

GGE is hiring a Program Manager to lead Sisters in Strength (SIS), our cornerstone youth organizing program that trains young people to be powerful advocates for social change. SIS engages young people who identify as survivors of sexual or gender based violence or are allies to survivors in a healing-focused survivor support circle and organizing program. Ultimately, SIS will create space for youth survivors to organize in their communities (schools, neighborhoods and broader community of young people) through a healing-focused, Black queer feminist lens.

The SIS Program Manager will coordinate all aspects of the SIS program, maximizing its impact and reach. The ideal candidate will be a strong advocate with firm roots in anti-racist feminist/womanist/queer theory and practice with considerable experience in youth and program development.

Duties and Responsibilities:

Recruit and manage SIS program participants:

- Conduct outreach to partner organizations to recruit applicants
- Manage interview and selection process for SIS participants

Design and implement SIS programming:

- Develop and strengthen program curriculum
- Lead planning and facilitation of SIS meetings (2x/week, October - June)
- Maintain and update program design, lesson plans and additional documentation of workshops, outreach events and conferences
- Support SIS community advocacy and organizing strategies
- Facilitate SIS community building
- Prepare SIS members for participation in public events including but not limited to panels and conferences



Connect SIS with additional resources

- Refer SIS participants in crisis to appropriate services with support from Director of Social Work
- Coordinate efforts and participation of SIS alumna with support from Director of Social Work
- Build relationships with other youth organizing programs and institutions to further the social justice education of SIS
- Manage alumni programming outreach and support

Administrative:

- Manage and support SIS youth participants by tracking hours, ensuring timely payment of participant stipends, and managing metro card distribution
- Refine and develop protocols and administrative documents for SIS (ex. evaluations, sign-in sheets, forms, etc.)
- Orient and train program support staff, alumni, and interns
- Contribute to weekly metrics tracking and write monthly reports on events, accomplishments, and challenges
- Coordinate alumni engagement as needed

Professional and leadership development:

- Apply a social work practice lens to SIS work
- Proactively prepare for and utilize regular supervision
- Seek out, apply for, and attend relevant conferences, outreach opportunities, and trainings

Core Competencies and Qualifications:

- Masters in Social Work (MSW) or related professional expertise
- Experience in working with survivors of gender based violence or child sexual assault
- Experience in social justice education, facilitation, youth development, and youth organizing with youth of color
- 3+ years of related work experience
- Excellent written and communication skills
- Excellent supervisory, organizational, administrative, and training skills
- General knowledge of funding sources and grant-making processes
- Ability to plan and organize a demanding workload
- Demonstrated follow-through and professionalism
- Ability to work independently and collaboratively with all levels of staff
- Flexibility to work 2 evenings per week and occasional weekends with prior notice
- Ability to commit to this role for at least 2 years

Compensation and Benefits: Salary is \$60,000 and includes full health care benefits and paid vacation.

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.



For further details about GGE's mission, vision and work, please visit <http://www.ggenyc.org>

How to Apply: All applications must be received via email. No phone calls or snail mail.

All applications must include (in PDF format):

- Resume
- Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, etc.)

E-mail applications to: JoinTheTeam@ggenyc.org

Subject Line: Sisters in Strength Program Manager/YOUR NAME

Priority deadline to apply is March 15, 2022.