

Job Title	YourLife Program Manager
Employer/ Agency	The Women's Resource of Greater Houston
Job Description	<p>The YourLife Program Manager is essential to the success of the organization. The YourLife Program Manager manages the organization's YourLife Finance Class program and YourLife Possibility Group program, working collaboratively with community organizations, volunteers and leadership to ensure program success.</p> <p>Volunteer Management</p> <ul style="list-style-type: none"> • Direct all aspects of volunteer management for YLFC and YLPG programs – identification, recruitment, communication, evaluation, recognition, and retention. • Ensure YLFC Volunteer Instructors and YLPG Volunteer Coaches are properly trained and supported and provide on-going opportunities for them to acquire new skills and knowledge. • Manage YL program observations. • Utilize Salesforce to schedule, record and disseminate volunteer opportunities • Observe YLFC and YLPG at regular intervals. • Teach financial education classes and serve as a financial coach for YLPG. • Motivate and encourage volunteers; provide critical feedback and resolve issues or conflict as they arise. • Ensure YLPG Volunteer Coaches are effective in their delivery and capturing full and accurate data. • Work collaboratively with the RISE! team, Administrative team and Development team to create a volunteer program that is cohesive across organizational efforts. <p>Program Management</p> <ul style="list-style-type: none"> • Plan and manage the day to day operations of YL Finance Classes and YL Possibility Groups. • Manage changes made to YL Finance Class curriculum and YL Possibility Group curriculum. • Develop and maintain strong relationships with appropriate partner agency staff. Keep abreast of staff and programmatic changes that may affect the delivery of programs. • Collaborate with partner agencies to coordinate the delivery of all YL programs. • Make recommendations to begin new partnerships and end existing partnerships. <p>Evaluation</p> <ul style="list-style-type: none"> • Manage distribution and collection of program evaluation tools (i.e. class surveys, budget/credit forms). • Ensure accuracy of data through the collection and data entry process. • Utilize Salesforce to identify gaps and trends and make recommendations for program updates and/or best practices. • Generate and complete reports for Continuous Quality Improvement (CQI) discussions and grant reports. <p>Overall</p> <ul style="list-style-type: none"> • Engage in continuous quality improvement, learning and training. • Actively participate on The Women's Resource Program Committee. • Report to and work closely with the Senior Program Director. • Ensure programs are delivered in a high-quality manner. • Ensure annual program goals and objectives are met. • Ensure safety and confidentiality standards are met.
Qualifications	<ul style="list-style-type: none"> • Bachelor degree required. • Highly motivated, resourceful individual.

	<ul style="list-style-type: none"> • Excellent organizational, verbal, written and interpersonal communication skills. • Self-directed, independent worker who takes initiative and is able to solve problems. • Able to work in a fast-paced environment while managing multiple priorities. • Experience working with various stakeholders. • Attention to detail, accuracy in reporting and ability to respond to deadlines on time. • Ability to develop programs and leverage/create the resources necessary to support them. • Professional that works with poise, confidence and team-oriented approach. • Understanding of how financial education/coaching affects an individual. • Flexible and positive attitude, sense of humor, patience, character and integrity. • Non-profit experience or demonstrated thorough understanding of the field. • Advanced proficiency in Microsoft Office products (Outlook, Word, Excel). • Must have reliable transportation <p>The ideal candidate will have experience in two or more of the following:</p> <ul style="list-style-type: none"> • Financial coaching • Financial education and/or asset building • Volunteer management • Project planning from conception to completion • Experience in community/neighborhood based programs
Salary/Hours	Commensurate with experience and other qualifications Full Time Position (40hrs/week)
Email Address	kkeith@thewomensresource.org
Application Method	<p>Applicants are encouraged to submit application materials as soon as possible. Applications will be reviewed as they are received. All candidates are asked to EMAIL the <u>three</u> documents listed below to kkeith@thewomensresource.org. Documents should be addressed to: Kelly Keith, Senior Program Director.</p> <ol style="list-style-type: none"> 1. Cover letter stating how your skills are a match for the position requirements and duties 2. Resume 3. Writing sample that addresses the following email scenario. (100-250 words per email, 12 point font) <p>Scenario: Write an email to a YourLife Finance Volunteer Instructor that provides both positive feedback and areas he/she can improve based on a recent class you observed.</p> <p>View the complete job description on our website. www.thewomensresource.org/employment</p>
Opening Date	Immediate
Employer/Agency	The Women’s Resource of Greater Houston
Address	730 N. Post Oak Rd., Suite 203
City, State, Zip	Houston, Texas 77024
Contact Person	Kelly Keith, LMSW
Contact Title	Senior Program Director
Telephone Number	713-667-4493 ext. 113

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at majjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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