



SENIOR PROGRAM MANAGER
 Regional Advocacy and Leadership Training Programs
Job Opening Announcement

Job Title	Senior Program Manager			
Reports To	Director of Programs (subject to change)	FLSA Status	<input type="checkbox"/> Exempt	
			<input checked="" type="checkbox"/> Non-Exempt	
Shift/Hours	8am to 5pm (some weekend work when necessary)	Classification	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Temp
			<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intern
Salary Range	\$70,000 - \$90,000 annually			

Organization

HOPE is a non-profit, non-partisan, organization committed to ensuring political and economic parity for Latinas through leadership, advocacy, and education to benefit all communities and the status of women.

Job Description

HOPE is seeking a skilled and dedicated individual to join our team as Senior Program Manager who will design and facilitate community advocacy and leadership training programs. In this role, they would be responsible for developing and implementing comprehensive training programs aimed at empowering community members to advocate for positive change at the city, county, and school board levels. The role will be crucial in equipping individuals with the knowledge and skills needed to effectively engage in the advocacy process and advance as representative leaders of their community. With support from the Program Director and executive team, the Senior Program Manager will work in a cross-functional collaborative team to implement and shepherd new programs for HOPE.

The Senior Program Manager is expected to be an empowering and creative change agent with an appetite for learning, coupled with an ability to operate as part of a team with internal staff and external partners. They should be familiar with a variety of training and capacity-building concepts and practices in the fields of women’s leadership, civic education, community organizing, human-centered design, social justice, and racial justice.

Key Program(s): HOPE’s Regional Advocacy and Leadership training programs. Part of HOPE’s Regional HUBS expansion.

THE ROLE: KEY DUTIES & RESPONSIBILITIES

Responsibilities:

- Design, develop and facilitate an advocacy training program incorporating experiential learning methodologies. Be able to integrate hands-on activities, simulations, and real-life case studies to enhance participant engagement and practical skill development.

- Poses local government experience as an advocate or practitioner. Stay informed about local government structures, policies, and decision-making processes.
- Facilitate and create a learning environment, customizing training to address specific community needs and goals.
- Collaborate with community, elected and business leaders to support the training.
- Incorporate policy analysis and effective communication skill development into trainings.
- Track trends and stay current on the state of training, facilitation, and content areas to support training.
- Develop assessment tools to measure the short term and long-term impact of the programs and effectiveness of each training component. Oversee collecting feedback from participants and stakeholders.
- Cultivate positive relationships with participants, including co-crafting and executing recruitment strategy.
- Tracking participant engagement in other HOPE activities
- Manage speaker contracts, including documentation, tracking, reporting, and reporting submissions.
- Track budget expenditures for assigned programs.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 6 years relevant experience in the fields of leadership development, training, and capacity building.
- BA degree in public policy, business, political science, or equivalent work experience.
- Understanding or experience working local government or policy preferred.
- Demonstrated commitment to social justice through previous work experience.
- Significant experience training and providing technical assistance to youth and adults.
- Significant experience in project management.

DESIRED SKILLS & QUALITIES

- Commitment to social justice and Latina leadership development as strategies to affect change
- Strong written and verbal communication skills
- Capacity to communicate effectively via email, phone, and video call.
- Excellent follow-through skills: detail-oriented, organized, professional, self-motivated
- Knowledge of community-based research or assessment models
- Able to work some evenings and weekends.
- Able to work in a fast-paced, multi-faceted environment.
- Experience working in cross-functional collaborative teams.
- Computer literate on Mac OS; Familiarity with Microsoft programs including Teams, Excel, Word, SharePoint, Outlook, and/or the capacity to quickly come up to speed with those systems and others used by the team.

HOPE WORK ENVIRONMENT

The work environment is driven by a sense of purpose, urgency, and a commitment to making a positive impact in the lives of Latinas and community. HOPE requires individuals who thrive in a fast-paced setting, prioritizing the mission, can efficiently handle their assigned tasks, and communicate effectively with their team. HOPE values individuals who can self-regulate their work, set priorities effectively, and meet objectives without constant supervision and revised timelines. Team members are expected to

take pride in their work, ask tons of questions, and address issues proactively. HOPE's team members reflect the value of humility and willingness to contribute to all levels within a team. All team members should be ready to take on any task, regardless of its perceived status or level of importance.

BENEFITS & COMPENSATION

We cover 100% of the Healthcare premium for the employee. We also provide affordable dental options and 403(b) matching. We offer fifteen (15) vacation days, eight (8) sick days, three (3) education/volunteer days, (3) mental health days, and (10) company holidays. The salary range for this position is from \$70,000 to \$90,000 and will be commensurate with experience and qualifications. HOPE is currently operating on a hybrid workplace schedule. This schedule is subject to change at any time based on meeting the needs of your role, which may require (at HOPE's discretion) your in-person presence at the office or special events.

Equal Employment Opportunity

HOPE is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

TO APPLY

Please email your resume and cover letter to Diana Amaya, Director of Programs, damaya@latinas.org. No calls please.