

Title: Program Manager - Professional Development and Training

Reports to: Managing Director

Location: Emeryville, CA

Salary: DOE

Type: Full-time/exempt

Deadline: Open until filled. Qualified applicants will be screened and advanced on a rolling basis. First application review will be on April 29th.

About Gender Spectrum

Gender Spectrum is a non-profit founded in 2006. We are a national leader focused on addressing issues related to children, youth and gender, with a mission to create a gender-inclusive world for all. To accomplish this, we help families, professionals and organizations increase understandings of gender and consider the implications that evolving views have for each of us.

Position Summary

As trusted experts in this field, we educate and train youth-related professionals. Last year alone we trained professionals who serve and support 33 million children and youth.

To address the growing demand for training, consultation and support related to youth and gender across the country, we conduct online and in-person trainings, webinars and other educational events for youth-serving professionals, including educators, medical and mental health providers, after-school program leaders and professionals in a range of social services and other fields. We are seeking a Program Manager to manage the administrative elements of the program, conduct outreach to partner and potential client organizations, evaluate program success, and provide training and facilitation services as part of a small team.

Key Areas of Responsibility

- Coordinate logistics with client organizations regarding trainings, including proposals, invoices and database management
- Facilitate online professional development information sessions for potential clients seeking to learn more about our services
- Collaborate with Gender Spectrum colleagues to develop communications materials describing professional development offerings
- Identify potential clients for training and other professional development opportunities and network with partners in the regions where trainings take place to ensure relevant constituent groups know about upcoming opportunities of interest
- Ensure that pre-training surveys and training evaluations are completed and added to assessment data
- Follow up with clients post-training to manage payment and advise regarding other resources and trainings available
- Manage the scheduling of trainings, coordinating as needed with other members of the organization
- Lead and or/participate in half-day, day-long and multi-day trainings and other educational events, including regional events for professionals
- Create, with colleagues, professional symposia to provide basic and advanced understandings of gender with the application of principles in specific youth-related fields

- Create, identify and share resources with clients and partners that address the challenges they face in their work
- Develop online programming relevant to various professional fields, both for Gender Spectrum-related events and in collaboration with partners
- Perform outreach to potential partners in relevant professional areas in order to meet Gender Spectrum's strategic objectives
- Capture and communicate best practices for ongoing organizational learning and improvement and share relevant practices with clients as appropriate
- Create, identify and curate website content in order to effectively communicate professional development and training offerings
- Represent the organization in various professional contexts, including conference presentations, partner meetings, advisory roles and events
- Accurately maintain program and client information, ensuring the confidentiality and security of data as appropriate

Duties and responsibilities may change as required to meet evolving organizational needs.

Essential Qualities, Skills and Experience

Qualities

In addition to the skills and experience listed below, there are a number of qualities that, over time, we have seen have a tremendous impact on a team member's success at Gender Spectrum, regardless of their position. They are:

- Passion for the mission and vision of the organization;
- Reflection on one's own experiences of and ideas about gender;
- Cultural competence and self-reflection in increasing understandings of the effects of race, class, ethnicity, faith, and other issues of self in our society and applying this understanding to intersectional perspectives related to our work as an organization; and
- A desire and ability to meet others where they are, without judgment, in order to help them achieve their goals.

Key Skills

The position requires the ability to:

- Foster a safe and inclusive space for conversation and mutual understanding
- Integrate new perspectives and emerging understandings about gender into various aspects of professional duties
- Coach and learn from others and translate that learning into best practices that can be communicated both internally within the organization and externally to those we work with
- Define, communicate and measure success criteria
- Engage a variety of individuals in a clear, compelling, and authentic manner
- Communicate and present ideas with credibility, humility, and tact
- Create, with Gender Spectrum colleagues, training materials, tools and resources using a variety of platforms
- Tailor messaging to the audience and maintain professionalism in speaking and writing
- Manage multiple projects effectively through the use of strong organizational skills

- Proactively understand and address the needs of our clients and partners
- Demonstrate a keen attention to detail
- Communicate effectively in written and spoken English. Additional languages highly valued.

The position also requires a willingness to work a flexible schedule, including some evenings and weekends, and travel throughout the country as needed.

Experience

Required

- Bachelor's degree or equivalent work experience, plus a minimum of 4 years of relevant experience in a youth-serving professional field
- Project management experience working with complex timelines and variables
- Public speaking and presentation skills
- Effective use of Microsoft Office programs (Excel, PowerPoint and Word) and Google G-Suite products

Preferred

- Advanced degree in a relevant field
- Experience with program evaluation
- Experience in coordinating and facilitating trainings and other professional events
- Experience in the use of Salesforce, including general care/cleaning of data and report building

To Apply

Gender Spectrum offers an excellent benefits package, including generous PTO, employee health coverage, and access to a retirement savings plan, along with scheduling flexibility and the opportunity to work from home.

We strongly encourage people of color, transgender and non-binary people to apply. Gender Spectrum is an equal opportunity employer and welcomes everyone to join our team. Please send a cover letter and resume to: hr@genderspectrum.org. If possible, please use PDF formatting. Thank you for taking the time to explore possibilities with us!

Note: Due to the high volume of applications we receive, we will not be able to contact you unless you are being invited for an interview. If you have not heard from us within two weeks of submitting your materials, we have determined that you do not meet the essential qualifications and requirements for the position.