

Program Manager

Making a Difference in Opportunities for Women

This is a great position for a professional with a “can do” attitude who would like to quickly increase their hands-on experience in training, facilitation, consulting and writing for a small national nonprofit organization where they can make a difference and see the results of their work right away. For a person having the needed baseline experience, we will train them to conduct our workshops, consult and facilitate using our established model and style. Our organization works on the big picture to provide tools to educators and employers to successfully integrate women into male-dominated careers – ranging from Technicians such as in Geographic Information Systems and the trades such as in Heating, Ventilation and Air Conditioning Repair to Law Enforcement. Our interaction and training is with educators and employers – our primary audience. We rarely work directly with the women themselves. The CalWomenTech Project http://www.iwitts.com/html/calwomentech_summary.html is a major focus for the organization, along with expanding our on-line store www.womentechstore.com and our WomenTech training http://www.iwitts.com/html/state_local_training.html which we conduct throughout the country. This position reports to the Executive Director.

Job Responsibilities and Duties:

1) **Training** – We give small WomenTech seminars (on Recruitment & Retention) for 10 to 40 educators locally in California for the CalWomenTech Project and around the country on a contract basis. We will also be providing on-line webinars and podcasts for our CalWomenTech Project in the future. The program manager will be trained to conduct our WomenTech training for the community colleges in the CalWomenTech Project and for state and local educational institutions throughout the country. The Program Manager will develop webinars and podcasts with the technical support of our e-marketing assistant.

2) **Facilitation/Consultation** – The program manager will facilitate meetings of the leadership teams of our community college sites in the CalWomenTech Project to move forward their implementation of the College’s recruitment and retention plan strategies. The program manager will also facilitate monthly phone meetings with community college key leaders to move the College’s implementation of strategies forward. The audience for facilitation is typically administrators at the College and the focus of our strategies is institutional change. See CalWomenTech core strategies to understand the Project’s focus <http://www.iwitts.com/html/CWTApply.html> . The program manager must quickly become an authority on gender equity and technology education resources on topics ranging from improving spatial reasoning skills to how to develop a women in technology club. See our WomenTech digital library to get a sense of the knowledgebase http://www.iwitts.com/html/calwomentech_digitallibrary.html.

3) **Writing** – The program manager will be responsible for writing occasional content for our three websites, our e-newsletters, marketing flyers and posters, memos and letters to clients, minutes of client meetings and occasional written products and guides. The program manager will be responsible for copy editing and proofing the work of the program assistant and e-marketing assistant and outside consultants.

4) **Program Management** – Manages implementation of recruitment and retention plans with CalWomenTech Community College sites.

5) **Special Projects and Other Duties** – as assigned by the Executive Director. Special projects to include (but not limited to) overseeing development of the CalWomenTech User-to-User Conference for the community college system in CA.

Skills and Experience Needed:

- **A confident and engaging presenter** who can quickly master training content and design developed by others. Substantial presentation experience required. Experience training professionals (vs. students) is a big plus. Comfortable overcoming resistance in audience through non-confrontational methods (you will be trained to do this) as it's the baseline for most of our presentations, since we bring about real change on sensitive topics. Experience conducting full day stand-up trainings a big plus.
- **A confident and skilled facilitator with experience helping others solve problems.** He or she knows how to move the agenda forward and guide a group to consensus and solutions by posing open-ended questions and maintaining focus on the topic at hand. Substantial facilitation experience required. Must have experience facilitating meetings of professionals, and helping others solve problems, a plus if they included VIPs.
- **An engaging and clear writer** experienced in writing in a user-friendly web style. A good copywriter with an eagle eye for catching typos and run on sentences.
- **Marketing knowledge** A strong marketing bent and sensibility is needed as much of our work involves social marketing – we have a “what’s in it for you” approach to change rather than a “you should do this because it’s the right thing” approach. Also, many of our recruitment strategies are straight marketing.
- **A quick study.** Our approach is based on best-practice research and the right candidate must either come with an in-depth knowledge of the kind of information that can be found in our WomenTech digital library http://www.iwitts.com/html/calwomentech_digitallibrary.html or must demonstrate that they could quickly become an authority in this area through reading and observing our trainings/meetings.
- **Extremely well-organized and detail oriented.** Well organized, detail oriented, good time management. Experience managing projects and/or events with many details successfully. Experience multi-tasking. Experience organizing and tracking data in excel spreadsheets.
- **Experience and comfort using technology in daily life:** We routinely use **easy-to-learn** technical tools; there are just a lot of them so it’s important to be comfortable figuring out new things. Some of our regulars include Constant Contact e-newsletter,

SurveyMonkey, Basecamp project collaboration software, and Above and Beyond – electronic time management calendar. Fluency in the Microsoft Office Suite required.

Education, Experience, and Travel Requirements

Minimum of five year's related work experience in the skills/experience section, ten years preferred. Microsoft Office, writing and presentation skills will be tested. This position requires local, statewide and some national travel (15 to 20% total). Must have a valid driver's license and possess an insured automobile that can be used for travel within the State. Bachelor's degree required, Masters preferred.

Compensation

Starting compensation is \$50,000 to \$60,000 annually for this full-time position. Health insurance and paid vacation and sick leave after 3 month probationary period. Retirement benefits – 403b plan - after one-year.

Application

Please send:

- 1) A customized e-mail letter explaining why you are interested in this position and explaining your experience in relationship to skills and experience needed.
- 2) A current resume summarizing educational background and related work experience.

Please send an email to jobs at iwitts.com with your letter and resume pasted in the body of the email. Subject line should read "Program Manager." **Please note that as a virus control measure we do not accept attachments and all attachments will be automatically deleted.**

<http://www.linkedin.com/in/iwitts> See our organization's linked in profile.