PROGRAM MANAGER POSITION DESCRIPTION

About Stepping Stones Project:

The Stepping Stones Project's mission is to guide and support youth through long term mentoring and contemporary rites of passage. We share a vision of raising up generations of authentic, integrated human beings committed to healthy, heartfelt relationships with self, friends, family, community and nature. SSP is a 501(c)(3) non-profit, and a collection of families, staff, leaders/mentors, elders, board members and volunteers. For more information about Stepping Stones, please visit our website at: www.steppingstonesproject.org

Program Manager Job Summary:

SSP is seeking a dynamic person who is passionate about mentoring and rites of passage, and excited about being part of a small non-profit which does meaningful work. The Program Manager's primary role is to oversee the groups of SSP youth. This includes tracking group scheduling, communicating regularly with the group leaders and parents, helping managing any issues that arise, and keeping an overall eye on the evolution of groups over their 1-3+ year process.

Depending on the person's qualifications and interests, the position may evolve from a focus on administration into more of a mentoring role, primarily to group leaders. We hope to welcome a skilled new person into the "village" with realistic expectations for the part-time nature of the role, as well as to seed the potential for what the position could become.

This position is part-time, 20 hrs/week, and can be partially remote work. This position is administrative, but also has a strong relational component. The Program Manager should be capable of managing their tasks and time independently *and* enjoy working as part of a team and intergenerational community. They will be expected to be available during regular work hours at least some of the week, coming into the office in Point Richmond *at a minimum of* 2 days a week. They will also be expected to attend staff and "village" meetings and events, which sometimes fall on weekday evenings or weekends.

Responsibilities:
General:
- Attend weekly staff meeting to report on the status of the groups.
- Regular check-in's with Administrative Coordinator and other members of the team.
- Build relationships and work collaboratively with core staff and various "Councils".
- Embody the vision, mission, values and strategic objectives of the organization.
- Perform any Program related duties as needed and assigned.

Program and Leader Management:
- Build and sustain healthy relations with the group Leaders & Elders and other parties as is relevant to the role.
- Hold monthly check-in phone calls with the Leaders.
- Communicate with the Leaders about their responsibilities and issues in their group.
- Communicate and delegate larger group issues to the 'Mentors' on the Program Council.
- Use the Google Drive and Google Group program tracking systems and revise as necessary.
- Read the group summaries, flag any issues, and make recommendations to the Program Council.
- Collaborate with Administrative Coordinator to appropriately track and prepare monthly, quarterly, annual, and as-needed reports.
- Send and review annual evaluations to youth, parents, and Leaders and make recommendations to the Program Council based on the responses.
- Communicate with Leaders about issues with their Summer Trips planning and logistics.

Program Development:
- Meet quarterly with the Program Council.
- Be involved in developing the vision of the program over time.
- Attend other Council meetings as necessary.
- Implement regular evaluations to maintain and assess program effectiveness.

Marketing and Group Starting:
- Attend and lead marketing and program events.
- Help build relationships with local programs, schools, and other allies in the work.
- Assist in interviewing and hiring new Leaders.
- Write resources and guidance materials for Leaders.
- Assist in planning new Leader orientation, Village retreats, and any programming/training for Leaders or the Village. Attend these events (may occur in the evening or on weekends).
- Involvement with group enrollment, general marketing, and fundraising as needed.

Ideal Candidate has:

- Direct experience with deep mentoring, rites of passage, the Way of Council, and/or working with middle school youth.
- Ability and desire to work cooperatively and collaboratively in a team environment.
- Ability to manage and complete administrative tasks, meet deadlines, and work well under pressure, while keeping a positive attitude.
- Ability to navigate a dynamic environment and promptly attend to immediate challenges.
- Excellent written and verbal communication skills.
- Excellent management skills - with teams of people and administratively.
- Administrative skills to develop and track spreadsheets, surveys, contracts, etc.
- Computer literacy including Google Applications, Microsoft Office, Survey Monkey, etc. Experience with or ability to learn databases a plus.
- Organizational skills necessary to maintain regular communications with Leaders, Elders, and staff.
- Strong attention to detail and timelines.
- Strong understanding of and commitment to our mission.
- A vision for personal and professional growth with SSP.
- Ability to work in our Point Richmond office as well as remotely, and travel regularly (locally) to attend relevant meetings (sometimes on weekdays, weeknights or weekends)

Compensation

$25/hour, 20 hours/week. Except as stated here, this position does not include any other employment benefits.

How To Apply

If you are interested in this position, please first visit and thoroughly explore www.steppingstonesproject.org. Then send your cover letter and resume to Hiring Committee at info@steppingstonesproject.org *by August 5, 2018*. Include your name and "Program Manager Position" in the subject line. No phone calls prior to submitting the above information, please.

Initial and formal interviews will begin promptly the week of August 6th, 2018.
Accepted applicant will begin work on August 27th, 2018.

Non-Discrimination Policy

Stepping Stones Project does not discriminate in any program, activity, or in employment on the basis of actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion. People of Color / LGBTQ candidates are strongly encouraged to apply.