

## **IMPACT BAY AREA**

### **Program Manager**

IMPACT Bay Area is seeking to fill the role of Program Manager, and is seeking one full-time or two part-time additions to our team! Applicants with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply.

## **RESPONSIBILITIES**

The IMPACT Bay Area Program Manager is responsible for the following:

- Scheduling public classes, which includes managing logistics such as booking venues, scheduling instructors and assistants, speaking with students who have questions about the class, and communicating with the instructors about students
- Selling and scheduling private classes, which includes answering queries, understanding the flexibility and limitations of the program in terms of offering modified classes, reaching out to companies to offer classes, and invoicing
- Teaching corporate intro classes (local travel required)
- Community Outreach - representing the organization at community events, and meetings with groups and organizations that are potential IMPACT partners
- Scheduling and facilitating staff meetings and the annual staff retreat
- Collecting and managing class data including incoming class revenue, and issues with instructors, students, and clients
- Managing volunteers
- Occasionally providing day-of support to classes - including moving mats and other equipment

## **REQUIRED QUALIFICATIONS**

- Strong, demonstrated interest in intersectional feminism, empowering girls, women, LGBTQ people, and other communities impacted by violence
- Super-human organizational skills
- Ability to balance and manage many tasks
- Ability to work with a diverse range of people in many different roles, from instructors to individual students with trauma history, to corporate HR

representatives to wealthy clients scheduling private classes. Candidates should be committed to promoting and making IMPACT training as accessible as possible to students regardless of economic background, race, sexual orientation, gender identity, size, age, ability, or trauma history.

- Excellent communication skills, comfort and confidence in public speaking
- Ability to remain motivated and productive while working independently
- Excellent teamwork skills, comfortable giving and receiving feedback to colleagues, and empowering and supportive to others
- Tech savvy and able to navigate, troubleshoot, and support others in using technology in a virtual workplace
- Ability to lift 30 pounds

#### **DESIRED QUALIFICATIONS**

- Knowledge of issues surrounding violence, particularly against girls and women, LGBTQ individuals, people with disabilities, and trauma survivors
- Experience or expertise in one or more of the following areas: fundraising, grant writing, marketing and advertising, graphic design, social media
- Connections to communities disproportionately impacted by violence, or an enthusiastic networker eager to build relationships
- Training or experience supporting survivors of sexual or physical trauma
- Experience working in a non-profit setting and making the most of limited resources

Salary depends on hours and experience. This is a telework/work from home position with frequent local travel and some evening/weekend hours. We offer limited reimbursement to full-time employees who pay for their own health benefits.