



Program Manager for Workshops and Groups

Job Title: Program Manager for Workshops and Groups

Reports to: Assistant Director

About WE CAN

WE CAN (Women's Empowerment through Cape Area Networking) was founded in 2001 to empower Cape Cod women by providing unique services that inspire hope and bring increased stability, self-sufficiency, and opportunity to their lives. WE CAN serves more than 2,100 women each year with confidential, free legal services, employment and business support, financial empowerment, mentoring, and personal development programs.

With a small staff, our work is made possible through the dedication of 300 active volunteers and the generous support of 600 individuals, business donors, and foundations supporting the organization through gifts, grants, and event sponsorship.

POSITION SUMMARY

The Program Manager for Workshops and Groups works closely with staff and volunteers to create and execute high quality workshops and group programming delivered via virtual platform or in person. Annually, WE CAN offers between 25-30 workshops and or groups, aligned with core program areas including legal, financial empowerment, career/work support and personal development. Workshops are created based on participant needs, community issues, emerging trends or by volunteer suggestion. Workshops are either singular events or a series of events all related to one topical area. WE CAN offers workshops across the Cape to meet women where they are which includes some evening and weekends.

The position also works directly with individuals seeking WE CAN services by screening, assessing, scheduling, and providing information and referrals. Therefore, this position requires both office-based and off-site work.

DUTIES/RESPONSIBILITIES

- Facilitates the development, implementation and follow up processes to ensure successful and high-quality workshops and personal development programs are delivered that are grounded in participant feedback or need, community trends and/or emerging needs.
 - Collaborates directly with program staff and volunteers to schedule, create, modify or enhance workshop content across all program areas and to promote high quality and successful in-person and virtual events.
 - Ensures all workshops logistics are documented and entered into the database, the calendaring system(s), descriptions and presenter bios are updated and accurate, staff and volunteer coverage is confirmed and participant materials are distributed and collected.

- Collaborates with members of the program team to support one-to-one appointments, volunteer recruitment and management as well as the marketing and promotion of workshops.
- Provides marketing content for brochures, social media posts, newsletters, and other outlets and attends community meetings for outreach purposes as needed.
- Oversees staffing of workshops through a combination of staff and volunteers.
- Conducts follow up as needed with workshop facilitators to provide evaluation results, feedback, or other information to deepen their engagement with WE CAN.
- Coordinates and oversees the GROW program for women entrepreneurs including; the recruitment of participants, application and screening process, scheduling and evaluation processes and follow up as needed with GROW alumni and support of volunteer facilitators.
 - Works with GROW Facilitators to match participants with groups and ensure they feel supported throughout the process.
 - Manage reporting requirements associated with the GROW program relative to funding source.
- Works as a team with other staff to ensure participants engaged in one-to-one services are offered workshops and workshop participants are referred for individual support, information and referral and additional support.
- Works directly with individuals accessing WE CAN services by providing support and engagement services by phone and in-person 1-2 days per week in partnership with other program team members.
- Outreaches to local community-based organizations, other nonprofit partners and local businesses in order to fully understand the needs of women on Cape Cod, promote WE CAN programming and recruit participants for services.

SKILLS

- A passion for WE CAN's mission, vision, and values and a commitment to working with women of diverse backgrounds, ages and life situations to support success and independence
- Results-oriented with a high degree of initiative to accomplish established metrics and goals
- Excellent verbal and written communication skills and a welcoming and warm professional demeanor to colleagues, volunteers, and participants
- Excellent in phone, video, and in-person presentation skills
- Ability to take direction and work autonomously and function as a team member
- Works thoughtfully and strategically with partners such as volunteers and other community-based organizations
- Organized and detail-oriented and is able to set priorities, balance demands of multiple tasks, and meet deadlines
- Flexible, adaptable, and open to learn new tasks, skills and uses of technology

EDUCATION/EXPERIENCE

- Experience managing staff and/or volunteers in a work environment
- Experience balancing multiple projects with associated deadlines
- Proficiency in MS Office and Google Workspace
- Experience working with or in a small business preferred

To apply: Please send resume and cover letter to careers@wecancenter.org

WE CAN is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. WE CAN does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information, veteran or military status, or on any other basis prohibited by applicable law.