

VENTURES

TITLE: Program Manager, Semillitas

REPORTS TO: Maria Cadenas, Executive Director

LOCATION: Hybrid, including remote work

CLASSIFICATION: Full Time, 40 hours per week

PAY: \$65K-\$75K annual salary, based on experience.

Preferences given to applicants who submit materials by September 15, 2022, however this position is open until filled

Please send resume and cover letter to: info@sccvonline.org

About Ventures

Established in 1989, Ventures partners with rural Latino working-class families in California's Central Coast to ensure a shared and equitable economic future for all. Our transformational programs make certain that individuals understand and use their economic and political power. From building their savings to advocating for a living wage, our approach builds community and connects financial stability, wealth building, and self-determination. Our work creates dignity by recognizing, acknowledging, and valuing our community members' leadership in making change happen. Together, we are working towards a shared and prosperous economic future where zip code, race, gender, or immigration status do not dictate income or wealth.

We believe that:

- Money, and how it is earned, used, and implemented to build wealth and financial systems, is a key component to building wellbeing and a vibrant society.
- We must be intentional and explicit in our work towards racial and gender equity, as social systemic oppressions, including those based on race and gender, are replicated and augmented through the current economic system and related policies.
- Local economies and equitable distribution of income and wealth provide the greatest return and align best in creating wellbeing.
- Money and financing are not well understood and there is a level of mystification around the topic that prevents engagement.

We work in ways that:

- are family centered and culturally appropriate;
- remove system level barriers to economic equity;
- provide leadership development and financial education for children and youth;
- develop new financial and asset building vehicles; and
- lift up and leverage the great work already being done

Our geographic reach encompasses Monterey, San Benito, and Santa Cruz Counties. Ventures is Latina immigrant led organization.

VENTURES

Job Description

The Program Manager will work with the Executive Director to advance and promote Ventures' work to build a compassionate and equitable local economy that contributes to our communities' well-being. A key member of a values driven and team-focused leadership team, the Program Manager will oversee the execution and partnership management of Semillitas, a children's savings account program serving Santa Cruz County. The position interfaces frequently with the public, as well as other organizations including educational institutions and nonprofit organizations.

The Program Manager responsibilities include administration, budgeting, reporting, communication, education and outreach, social media, and evaluation efforts of the program. The Program Manager will oversee family outreach and administer administrative agreements with external stakeholders. The position requires the ability to support programs and projects with a diverse array of stakeholder groups including community leaders, internal staff, and families.

At least one year of program management experience required. Evening and weekend hours are expected.

Ventures staff must be able to work independently, under minimum supervision, and act on own initiative. The ability to communicate and coordinate effectively and support activity will be critical. This job description is intended to describe the general nature of the work performed by employees in this job. It is not an exhaustive list of all the job's responsibilities. At Ventures, all jobs include broad responsibilities for continually improving the processes we use.

Regular Duties

- Project manage and lead the alignment, implementation, evaluation, and marketing of financial capability programs
- Coordinate activities of support staff, consultants, and/or volunteers engaged in the implementation and administration of program objectives
- Coordinate content development, management, design, and distribution of communication efforts, including social media, videos, and photographs
- Collect and analyze data, prepare scheduled and special reports, maintain program/project records and statistical information
- Field phone calls and emails from the community regarding programs and volunteer opportunities
- May lead, guide and train lower-level staff, student employees, volunteers, and/or interns, as appropriate
- Other reasonable duties as assigned by the Executive Director

VENTURES

Physical Demands and Work Environment

The employee is frequently required to drive, walk, and climb stairs. The employee must occasionally lift and/or move up to 20 pounds. The work environment is primarily within an indoor office environment or comparable space (remote work from home, for example), with occasional exposure to outdoor weather when traveling to program sites.

Qualifications

- Bilingual (English/Spanish) required; bi-literate and bi-cultural strongly preferred
- Knowledge of equity frameworks, specifically racial equity required
- Strong facilitation and training skills – including effective presentation style
- Strong computer skills including proficiency in Microsoft Office (Outlook, Excel, and PowerPoint) as well as other data management systems and reporting tools
- Strong planning, administrative, and organizational skills
- Detail-oriented with excellent written and verbal communication skills
- Proven skills and experience in aiding community members and community-based organizations highly desired
- Experience in community engagement and outreach strongly preferred
- Ability to build strong working relationships with diverse community leaders, institutional partners, peers and colleagues – including top management
- Experience in marketing, media, and communications, including social media
- Experience with program development, implementation, evaluation or project management
- Experience in financial capability and asset building strongly preferred
- Ability thrive in a fast-paced environment
- Ability to work independently and within a team structure, take initiative and solve problems
- A sense of humor, strong interpersonal skills and flexible working style
- High level of professionalism and business acumen
- Valid California driver's license
- Must be sensitive to cultural diversity and the needs of working-class families