

Position: YourLife Community Programs Manager

Status: Full-Time, Hybrid

Compensation: \$57,000-\$63,000



In 1990, a group of visionary women established The Women's Resource on the founding belief that *a woman who controls her finances controls her destiny*. We fulfill our mission by offering **YourLife Finance** programs for women and our **RISE!** (Your Road to Independence, Success, and Empowerment) program for high school girls.

Position Description

The YourLife Community Programs Manager leads the design, execution, and expansion of The Women's Resource's community-based programming, including YourLife classes and group experiences. This role is responsible for scaling high-quality, volunteer-led programs offered both in-house and in partnership with community organizations, ensuring consistent and impactful delivery.

This individual plays a critical role in increasing the number of classes and groups offered annually while maintaining program excellence and alignment with mission. The role partners closely with the Volunteer Engagement Manager to ensure volunteers are equipped to lead programs and collaborates with the YourLife Coach Manager to align programming with participant outcomes and workforce readiness.

The ideal candidate is both strategic and execution-oriented—someone who can build systems, strengthen community relationships, and deliver high-quality programs at scale.

Program Leadership and Execution

- Leads and manages all aspects of YourLife classes and group-based programming, including financial education classes, Career U, Possibility Groups, and future community-based groups.
- Designs and implements scalable program structures to support growth from 350 to 500+ classes annually and expansion of group offerings.
- Oversees program scheduling, logistics, and delivery to ensure consistency, quality, and alignment with organizational standards.
- Regularly evaluates program effectiveness and implements improvements to strengthen participant experience and outcomes.

Community Engagement and Partnerships

- Assesses partner needs and suggests program offerings that integrate multiple YourLife services.
- Cultivates relationships with community partners, employers, and organizations to expand reach and serves as the primary point of contact ensuring clear communication and strong relationships.

Program Design and Curriculum Development

- Leads the development, refinement, and adaptation of YourLife program curriculum across classes and group offerings.
- Uses participant feedback, outcomes, and partner input to improve relevance and impact.
- Collaborates with the YourLife Coach Manager to align curriculum with coaching practices and workforce development goals.
- Identifies opportunities to develop new content based on emerging needs.

Volunteer Program Delivery

- Defines volunteer roles and requirements for program delivery, including instructors, facilitators, and career-focused volunteers (e.g., mock interviews, resume reviews).
- Partners with the Volunteer Engagement Manager to ensure volunteers are recruited, trained, and prepared to lead programs.
- Provides oversight to ensure volunteers deliver consistent, high quality program experiences.

Program Quality, Evaluation and Systems

- Oversees tracking and reporting of program participation, outcomes, and trends using Salesforce.
- Analyzes data to identify gaps, improve program effectiveness, and inform best practices.
- Leads evaluation and continuous quality improvement efforts and regularly observes programs to ensure quality and consistency.

Organizational Collaboration and Accountability

- Collaborates closely with the YourLife Coach Manager to ensure alignment between community programs and coaching outcomes, particularly in workforce development pathways.
- Works cross-functionally to align programming with organizational goals and strategic priorities.
- Drives progress toward annual goals related to program growth, reach, and impact.
- Ensures all programs uphold standards for safety, confidentiality, and excellence.

Qualifications & Skills

- Demonstrated experience leading or managing programs, community engagement efforts, or service delivery in a nonprofit or similar setting.
- Proven ability to manage multiple initiatives with strong attention to detail and follow-through
- Strong relationship-building skills with the ability to engage community partners and stakeholders.
- Excellent organizational, written, and verbal communication skills.
- Ability to think strategically while executing effectively in a fast-paced environment.
- Collaborative, team-oriented approach with the ability to work across departments.
- High level of ownership, initiative, and problem-solving ability.
- Professional presence with integrity, sound judgment, and a solutions-oriented mindset
- Proficiency in Microsoft Office; experience with Salesforce or similar CRM systems preferred.
- Reliable transportation required.
- Ability to communicate in Spanish is a plus.

Candidates should have 2–4 years of relevant experience in two or more of the following areas:

- Program management or program delivery
- Community engagement or outreach
- Training, facilitation, or group instruction
- Event or program coordination
- Nonprofit service delivery or workforce development programs

Work Environment and Schedule

This is a hybrid position with a combination of in-office and remote work. The role requires flexibility and occasional evening/weekend hours to support classes, groups, and community-based programming.

Application Process

Applicants will be reviewed on a rolling basis. To apply, email the following to kkeith@thewomensresource.org (Attn: Kelly Keith, Chief Program Officer):

1. Resume
2. Writing sample that addresses the following email scenario. (100-250 words, 12-point font)

Scenario: You are meeting with a new community organization or employer that is interested in supporting the women they serve but is unsure what type of programming would be most helpful.

Please draft a follow-up email that (1) introduces The Women’s Resource and YourLife programs (2) recommends a tailored mix of services (e.g., classes, coaching, or groups) (3) explains how these offerings could meet their needs.

Only qualified applicants that submit BOTH documents requested above will be considered.