

## Program Manager Job Description

Riley's Way is seeking a highly motivated individual to join the team as our Program Manager, specializing in virtual leadership development and online learning for teens; teaching, coaching and mentoring; and project-based management and organizing. The Project Manager will work closely with our Program Director to virtually support and grow some of our core grant-making and leadership development programs for teen leaders, including the Call for Kindness and newly created Ambassador Program. As part of the Call for Kindness team, the Program Manager will assist in coordinating programs and help develop and **oversee student projects** across the Country. Specifically, they will work closely with student leaders to guide them in developing their community-based projects including outreach, organizing, advocacy, communications, project planning, budgeting, and volunteer management. The Program Manager will also be instrumental in building and shaping our **online learning** and networking series, the Kind Leadership Series, and other curricular initiatives and materials.

The Program Manager will report directly to the Call for Kindness Program Director at Riley's Way. This is a part-time position with the possibility of becoming full-time. The job can be based remotely or in person at our offices in Brooklyn, NY. Flexible work schedule with occasional evening and weekend hours, travel, and in-person meetings in our Brooklyn office (if remote).

### Specific job responsibilities include:

#### Program and Student Leadership Development

- Assist with developing a mentorship component for programs.
- Mentor, coach, and guide students who are Call for Kindness winners or Riley's Way Ambassadors to develop, grow, and manage their projects.
- Assist in managing program logistics including coordinating meetings or events, volunteers, budgets, timelines, communications, etc.
- Assist in curating student and project stories for the website and other forums.
- Communicate and coordinate with teen leaders on program deliverables and asks.
- Schedule meetings and communications with students.
- Work with students to develop project-based educational resources including curriculum, guidebooks, and lessons.
- Work with teen leaders to develop curricular and programmatic materials that would enable them to scale their programs and provide models for other teens.
- Cultivate a collaborative and participatory approach to learning and leadership development.
- Ensure projects stay true to Riley's Way core values of kindness, empathy, connection-making, and leadership.

Leading Today for a Kinder Tomorrow.



- Work effectively with Riley's Way team.

### **Kind Leadership Series**

- Support, develop, curate, and manage the Kind Leadership Series curriculum and programming.
- Work with teens, partners, and staff to schedule, design, and curate online workshops and materials.
- Develop a growth plan for the Kind Leadership Series including workshop planning, scaling, and recruitment.
- Manage logistics for online training and other events including scheduling, recruitment, and follow-up.
- Develop curriculum, lesson plans, and supplementary educational material (e.g., tip sheets, guide books) with the Riley's Way team, student leaders, and external faculty and partners.
- Assist with facilitation and some workshop delivery.
- Ensure the program and curriculum embody the mission and vision of Riley's Way.
- Build and shape a learning environment that is empathetic, inclusive, active, and ground-up.
- Perform other duties as assigned

### **Requirements and Qualifications**

- Commitment to the mission and vision of Riley's Way Foundation;
- Master's degree in related field or equivalent experience;
- 5+ years of work experience;
- Excellent collaborator and communicator;
- Experience in coaching or mentoring high school students;
- Experience working with teens preferred;
- Experience with teaching or facilitation;
- Experience in education, program design, and project management;
- Experience in community organizing, campaign planning, or advocacy a plus;
- Familiarity and experience with remote learning or organizing; facility with online learning practices and platforms;
- Experience in developing programmatic curriculum and materials;
- Ability to work both independently and as part of a team in a fast-paced environment
- Excellent critical thinking skills – can reason their way through novel problems and have good instincts about how to get to efficient solutions;
- Excellent oral and written communication skills, including the ability to conduct outreach, group facilitation, presentation, and development of materials.
- Excellent organizational skills and ability to prioritize tasks

## **About Riley's Way Foundation**

Riley's Way ([www.rileysway.org](http://www.rileysway.org)) is a non-profit that empowers young leaders to use kindness and empathy to create meaningful connections and drive positive change through our councils, programming, and events. By equipping teens, students, and young adults with life tools, we are building a network of leaders who view kindness and empathy as strengths to drive change, create connections, communicate ideas, develop projects, and make a difference in their communities.

A powerful memory of love and empathy is our foundation. Established by Mackenzie and Ian Sandler in 2014, Riley's Way Foundation honors the life of their nine-year-old daughter Riley Hannah Sandler. We share Riley's spirit and love of life by helping young leaders use kindness and empathy to drive change and create connections in their communities, and help build a better, kinder world.

**Location:** This position can be remote, or based in our Brooklyn, NYC office.

**Salary/Benefits:** Position is part-time (20-30 hrs/week) with the possibility of becoming full time. Salary is commensurate with experience.

**How to Apply:** For immediate consideration, please send your resume and cover letter to [jobs@rileysandler.org](mailto:jobs@rileysandler.org) and indicate "Program Manager" in the subject line.

Riley's Way is an equal opportunity employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and political affiliation.