



Job Description

Programs Manager (Community Organizing, Adult Education, Rapid Response, & Community Education/Events)

About Masa

Masa partners with Mexican and Latino children, youth, and families in the South Bronx to develop strong learners and leaders who fully contribute to the larger community. We envision a community that is civically engaged, empowered, and educated.

Masa's community-led, integrated model engages the entire family, grounded in a deep commitment to strengthening literacy, leadership, and power for Mexican, Central American, and Indigenous People. Masa fosters a culturally responsive learning community in which families engage with direct service and advocacy programs to dismantle barriers to success.

About the Programs Director

Masa is seeking a Programs Manager to provide leadership and oversight to Masa's Community Organizing (50%), Adult Education (25%), Rapid Response (15%), and Community Education/Events (10%) programs. These programs aim to support and empower the adults, many of whom are parents, in Masa's community by providing opportunities to organize around important issues; learn English and additional key skills; access food and other crucial assistance supplies; and gain knowledge and awareness of their rights. This position is ideal for a Spanish/English bilingual person who is interested in non-profit management and is passionate about supporting immigrant families. The ideal candidate has a background in education, community organizing, or social work; possesses a strong commitment to social justice; and is keen to engage and foster trusting partnerships with Masa's community.

Responsibilities:

Program Implementation

- Oversee program recruitment and enrollment process
- Oversee the recruitment, tracking, and management of large volunteer base for Masa programs
- Revise and refine recruitment and enrollment materials on an ongoing basis
- Ensure enrollment data is effectively stored (both electronically and on paper)
- Create and/or review and approve program curricula and/or lesson plans
- Supervise day-to-day operations of all programs, including effectively executing community events
- Develop and maintain program operations manual
- Ensure all program materials are purchased and available for use in a timely manner

Fiscal management

- Ensure program resources are used efficiently and effectively
- Monitor program budgets

Team mentorship and development

- Provide mentorship to program staff, model desired behaviors and lead weekly planning and supervision meetings with staff
- Support recruitment and onboarding processes for new hires

Program evaluation and data management

- Fulfill all record-keeping responsibilities with the support of program staff
- Support implementation of program evaluation systems, including surveys and other data collection tools
- Run reports in Salesforce to support recruitment, enrollment, and waitlist processes

Requirements:

- Excellent verbal, listening, and written communication skills in English AND Spanish are required; comfortable communicating with parents, volunteers, and staff
- B.A. in education, social work, non-profit management, or other related field; M.A. highly preferred
- 1+ years of program management and supervisory experience
- Excellent administrative and organizational skills
- Able to perform work efficiently and accurately with minimal supervision
- Experience working with immigrant and indigenous speaking families a major plus
- Strong computer skills in MS office (incl. Excel and PowerPoint), Google workspace, project management tools (such as Asana or others); familiarity with Salesforce a plus

Physical demands:

- Work schedule will include occasional evenings and weekends.
- This position is in-person at Masa's office, and may require local travel to other settings at times (e.g. Masa community events, etc.)
- Light to moderate carrying of program materials is required
- CPR and First Aid Certification or willingness to obtain
- Willingness to be fingerprinted and complete a background check
- COVID-19 vaccination is required

Compensation:

\$60,000-\$68,000 annually, depending on experience

To apply:

Submit a cover letter, resume and writing sample to jobs@masany.org. Place "Programs Manager" in the subject line of your e-mail.

