



# SR. PROGRAM MANAGER

\$55,000-60,000 Salary

Full time | Boston/Remote

Are you passionate about closing  
the opportunity divide for young women?

Are you looking for a career that directly impacts  
the lives of young Latinas and Women of Color?

JOIN CHICA PROJECT TODAY



## ABOUT US

Chica Project (CP) is a nonprofit organization comprised of diverse leaders, professionals, and volunteers throughout Massachusetts. Our network of accomplished multicultural women empower girls to recognize their strengths and build the self-efficacy needed to embark on pathways to economic success. To learn more about CP visit [chicaproject.org](http://chicaproject.org).

## ABOUT THE ROLE

CP is looking for a Sr. Program Manager to contribute to the critical growth of the organization. The successful candidate will lead the strategy and implementation of CP's programming while leading the expansion of CP's school and community partnerships. This person will assume the day-to-day management of the curriculum delivery, program budget, and program staff. Reporting to the Executive Director, this individual will work closely with the leadership team, program interns and fellows, community partners, youth participants, and volunteers.

## BENEFITS

- Three-week paid vacation
- Ten additional sick/personal days
- 80% healthcare and dental insurance
- Annual 5% living wage increase
- Annual personal growth and professional development stipends
- Annual end of the year gratitude bonus
- Flexible work from home schedule
- Monthly cell phone reimbursement

## RESPONSIBILITIES

The position will be mainly responsible for the following areas, but duties can expand beyond central responsibilities of:

### Programming & Program Evaluation (60%).

- Set strategy and directly manage CP's mentor, peer leader, community-based, and school-based programs
- Implement CP's curriculum delivery model, its development and revisions
- Ensure ongoing programmatic excellence through rigorous evaluation meeting CP data development and analytical goals

### Strategic Growth and Innovation (20%).

- Manage new and existing school partners
- Establish relationships with community leaders in the sector
- Lead program expansion and delivery
- Implement curriculum pricing model

### Leadership & Management (20%).

- Coach and supervise program team (staff, interns, and fellows)
- Manage yearly program budget
- Support in hiring, onboarding, and evaluation of program staff

**CLICK TO APPLY**



# MARKETING & COMMUNICATION ASSISTANT

\$30-35 Hourly

Part-time | Boston/Remote

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## ABOUT THE ROLE

CP is looking for a Marketing and Communications (M&C) Assistant to manage the online presence of the organization and lead the communication management for programs, fundraisers, and events. This person will have direct oversight of CP's social media campaigns ensuring that their rollout is strategic, action-based, and measurable. The successful candidate will manage CP's brand guidelines, guaranteeing that all organization collateral is brand compliant. Reporting to the Executive Director, this individual will work closely with the M&C team to effectively brand and promote the organization.

## BENEFITS

- Annual personal growth and professional development stipend
- Annual end of the year gratitude bonus
- Flexible work from home schedule
- Monthly cell phone reimbursement

## RESPONSIBILITIES

The position will be mainly responsible for the following areas, but duties can expand beyond central responsibilities of:

### Social Media (50%).

- Create and manage content for CP's social media platforms (Instagram, Twitter, Facebook, and TikTok)
- Collaborate with M&C team to develop marketing strategies, content, posting schedules, and event flyers
- Set clear goals around growth of social media engagement and presence
- Provide quarterly analytic reports assessing results against goals
- Plan #ThePowerOne, #GivingTuesday and other engaging and substantive fundraising campaigns

### Communication Initiatives (50%).

- Manage CP's website content, ensuring that all pages are up-to-date
- Craft strategic and compelling storytelling message for CP to share its mission, vision, values, and updates
- Create copy for annual reports, email communications, and newsletters
- Proofread and copy edit all external facing documents
- Research and write CP's press releases, highlighting accomplishments and other news while establishing strong relationships with reporters

**CLICK TO APPLY**