



Job Title: Solano Program Manager
Location: Napa or Solano County, CA
Reports To: Executive Director
FLSA Status: Non-Exempt, Hourly
Posting Date: 4/15/2025

Position Summary:

The Girls on the Run of North Bay Solano Program Manager has the important role of managing the programs to fulfill the organization's mission to help our community be a more inclusive, diverse, and equitable space for girls, especially in our under-resourced communities. This position is responsible for the success of the programs within Solano County and overall organizational strategic alignment.

The ideal candidate is an organized doer, natural relationship-builder, and an authentic advocate of girls and youth mental wellness. They will work closely with district professionals, educators, volunteers, families, and girls; managing multiple conversations simultaneously to drive success of the mission.

The position will be 30-40 hours per week. This is a hybrid position with a mix of working from the office, home, events, and visits to Solano County school sites.

Responsibilities:

- Manage goals and initiatives to deliver quality outcomes for the program within Solano County and alignment with overall organizational strategy.
- Recruit, create, and cultivate relationships with school district administration, principals, program partners, and volunteer coaches to execute program deliverables.
- Manage metrics to track progress of program goals and retention using GOTR systems, process, and technology.
- Visit school sites to recruit volunteer coaches and participants to ensure program success.
- Be a strong liaison between volunteer coaches and families to ensure quality experience from program start to finish.
- Assist and lead volunteer coach training sessions at the start of each season.
- Help facilitate coach and family zoom calls with the GOTR team during program kick off, mid-season, and 5K prep.
- Support volunteer coaches throughout the program with timely communication and consultation.
- Work hands-on with the GOTR team to prep for seasonal program materials and to host the end-of-program 5K event.
- Communicate and collaborate effectively with the GOTR team within in-person and remote environments. This includes a feedback loop to the team with regards to trends, conversation, or risks for the program.
- Actively work to impact revenue generation through district funding, donations, sponsorships, grants, and fundraising events.
- Assist in identifying and cultivating new funding opportunities, including partnerships with local businesses and community organizations.
- Stay updated with GOTRI materials to determine relevance, consistency and leverage development best practices.
- Support and attend all GOTR sponsored events, including the 5K and fundraiser functions.

Experience:

- 1-3 year's program or project management work experience, or equivalent.
- Strong in written and verbal communications skills, understanding how to weave in empathetic language and storytelling.

- Proficient in managing multiple deadlines, tasks, projects, and problem solving in a professional environment.
- Proficient in technology to efficiently communicate with teams in remote settings.
- Experience speaking in a group setting using a story-based communication style.
- Bachelor's degree or equivalent.

We are looking for someone who is:

- Passionate for girls empowerment and women, and authentically is mission-aligned with Girls on the Run toward building a confidence, resilience for girls for under-resourced families.
- A champion of positively impacting issues surrounding girl empowerment, inclusivity, diversity, self-confidence, body image and whole-person health.
- Strong in building professional connections and retaining relationships both in-person and in written communication.
- Results-driven and demonstrates consistent high quality in their work output.
- A self-starter, creative thinker, and adaptable to a dynamic environment and not afraid to get hands-on when needed.
- Community and customer service focused from a trauma informed lens.
- A collaborative and supportive team member.
- Comfortable with a flexible schedule with some evening and weekend work.
- Able to have reliable transportation for events and team meetings.

It would also be great if you have:

- Fluency in Spanish
- Prior experience working with schools or volunteers in Napa or Solano county
- Strong professional relationships in Napa or Solano counties
- Experience or familiarity with Girls on the Run or other similar youth programs
- Understanding how to approach situations from a trauma informed lens
- Familiarity in working in the non-profit space

This position is hourly with a rate between \$29 - \$31 an hour, at approximately 30-40 hours per week.

If this position interests you, please email us with your resume and cover letter to corinne@gotrorthbay.org

About Girls on the Run North Bay

Girls on the Run North Bay is a 501(c) 3 nonprofit that is part of the national Girls on the Run© International movement. Our mission is to provide an inclusive, diverse, and fun, girl empowerment program that builds resilience through creatively combining social, emotional, and physical health through movement in Napa, Solano and Sonoma Counties, especially to under-resourced families.

Girls on the Run is often mistaken to be a running program. However, what girls really learn are mental health strategies to manage emotions, resolve conflict, and build compassion, while experiencing the joy of movement in an inclusive, diverse, and equitable, girls only space. In our after-school program that runs for 8 weeks each Spring and Fall, the girls complete a Community Project and a 5K Run together, which provides a tangible sense of accomplishment and helps set a confident mindset into motion.

Unique to our program, Girls on the Run North Bay uses the evidenced based curriculum that

has been recognized by the Harvard School of Education as a top Social Emotional Learning (SEL) program. Each lesson is facilitated by community-first volunteer mentors who are trained on trauma-informed approach and use strength-based group management to positively impact both the girls' mental and physical health.

Girls on the Run helps girls recognize their potential and rise above gender expectations that may limit their health, confidence, and joy. We respect and value the individuality and dignity of all people and welcome children who identify as girls, nonbinary, and gender-nonconforming to participate in our program.

For more information visit: www.gotrnorthbay.org