



JOB DESCRIPTION

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| Position: | Program Manager, Pittsburgh |
| Employment Status: | Part Time, Non-Exempt |
| Reports To: | Executive Director, Pittsburgh with a dotted line to the VP, Youth Programs |
| Location: | Pittsburgh, PA USA |

ABOUT MULTIPLYING GOOD

At Multiplying Good (MG) we believe individuals are transformed through service to others. Applying service as a tool for personal growth, we help people discover their ability to bring about positive change, deliver the skills they need to make that change and, by validating their impact, inspire them to do more. We have proven that this continuum of activation, training, and recognition generates ripples of good.

We work with young people to increase confidence in their ability to make a difference and build on the skills they need to be successful. We work with organizations to recognize employees for their acts of service in the community, resulting in happier and more productive workplaces and stronger communities. We work with media to create more connected audiences and recognize grassroots unsung heroes in their communities. All together, we highlight the power of service to activate empathetic leaders and changemakers and inspire greater impact through recognition.

POSITION OVERVIEW

Multiplying Good directly engages middle and high school aged youth in programs designed to encourage confidence in their ability to make a difference and build the skills they need to do it well. Our flagship youth program, [Students In Action](#), is a unique service, leadership, and recognition program for middle and high school students nationwide.

Reporting to the Pittsburgh Executive Director, with a dotted line to the VP, Youth Programs, the Multiplying Good Program Manager is an experienced professional who is passionate and dedicated to positive youth development and civic engagement. Core to the success of this role will be an ability to engage and strengthen delivery of Multiplying Good initiatives, working with schools and youth serving non-profits across the Pittsburgh area to ensure implementation of the Students In Action program and core initiatives. In addition, the Program Manager will engage with local stakeholders as an ambassador of Multiplying Good to draw support and engagement into Multiplying Good programs and initiatives.

The Program Manager is also a skilled event planner, communicator, and logistics resource, able to manage time effectively, travel broadly to visit schools and other stakeholders, and excited to become an 'expert-in-their-field' thought partner to the executive team.

The monthly workflow of this position aligns with the school calendar of August through May, focusing largely on program delivery. In June and July, the Program Manager will participate in program learning and evaluation.



ROLES & RESPONSIBILITIES

The activities below are core, but not limited, work we do every day to make an impact in our Leadership Communities:

Program Recruitment and Outreach

- Outreach to new schools and youth serving non-profits for the purpose of scaling SIA across Pittsburgh.
- Cultivate and steward relationships with organizations that further the mission of MG, including professional sports teams, universities, nonprofits and businesses.

Program Administration and Implementation

- Ensure and support implementation of the SIA program at participating sites through weekly technical assistance via in-person visits, trainings, phone, email, and webinars.
- Plan and manage logistics for twice-annual Leadership Conferences and year-end Celebrations of Service, including the procurement of food, speakers, space, A/V, etc.
- Support schools in registering for and attending trainings and competitions.
- Act as a resource to schools, provide helpful tools and resources including project guides, service-learning lesson plans, planning templates, etc.
- Provide technical assistance and support to a range of adults who support each SIA team.

Data and Evaluation

- Support evaluation and tracking through the management of program databases and the collection of impact data, including surveys, assessments, and student service testimonials.

Program Marketing and Communications

- Write and distribute local marketing related materials such as newsletters, flyers & documents
- Maintain a strong and appropriate local social media presence.

REQUIRED SKILLS & EXPERIENCE

- A natural collaborator who pro-actively engages colleagues and stakeholders with good will, transparency, and kindness.
- At least five years of experience in service-learning, civic engagement and/or positive youth development.
- Passion for working directly with teens and caring adults.
- Bachelor's Degree as a minimum from an accredited institution.
- Expert organizational, project-planning, and time-management skills.
- Event planning and event management experience.
- Strong written and oral communication skills, including presentation and facilitation abilities.
- MAC or PC literate, with aptitude to use Microsoft Office 365 applications (Word, Excel, PowerPoint, Outlook), ZOHO ONE applications (CRM, Survey, Backstage, Campaigns), social media, and other web-based applications.



- Valid Driver's license: This position is remote but also requires frequent travel within and around the Pittsburgh Leadership Community, the ten-county region of southwestern Pennsylvania which we serve.
- This position also includes travel to sister Leadership Communities to work with Multiplying Good colleagues and stakeholders, including our flagship ceremony, the Multiplying Good Jefferson Awards in Washington, D.C.

PHYSICAL REQUIREMENTS

- Ability to lift up to 25 pounds and engage actively in-person and online with youth for up to 8-10 hours at a stretch.

COMPENSATION

- The successful candidate will be a Part Time Staff Member 25-30 hours a week.
- Hourly rate commensurate with experience falling between \$20-25 an hour.
- Monthly technology allowance.
- Reimbursement for work-related travel and meeting expenses.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION & BELONGING

Applicants are actively encouraged to demonstrate their commitment to and understanding of diversity, equity, and inclusion. Multiplying Good is committed to living its mission by building a culture of service. At Multiplying Good, we get to spend our time surrounded by people who see service as part of who they are. Multiplying Good strives to ensure everyone interacts thoughtfully, with respect, and with kindness. From our staff to our consultants, vendors, partners, and other stakeholders engaged in the work of Multiplying Good, our culture of service is not only core to what we do, it is core to who we are.

HOW TO APPLY

Respondents should send a resume and cover letter to: careers@multiplyinggood.org. Please add "Program Manager, Pittsburgh" to the subject line and note where you heard about the opportunity in the body of the email. Applications will be considered on a rolling basis until the position is filled.

All qualified applicants are encouraged to apply. We are committed to building a diverse team to represent the communities we serve, and to pro-actively create a work environment where all voices are heard and valued.

Multiplying Good is a 501(c)3 nonprofit organization.