THE INSTITUTE OF WOMEN AND ETHNICS STUDIES

Position Announcement: CHC Program Manager

Organizational Background
Incorporated in 1993, the Institute of Women & Ethnic Studies (IWES) is a not-for-profit 501(c)3 organization based in New Orleans, Louisiana. IWES is dedicated to improving the physical, mental, and spiritual health and quality of life of women of color and their families.

Job Summary:
CHC primarily focuses on 1) promoting wellness and mental health for young people and their families; and 2) collaborating with local community leaders in education, health, and community-building to address multi-faceted approaches to civic engagement, resilience, and emotional and racial healing. The conceptual theory underlying all of these approaches is the creation of safe spaces for community members to gather to share stories; learn about the impact of traumatic stress; learn techniques to practice self-care and positive thinking; and participate in activities for healing, renewal, and revival.

The CHC Program Manager is responsible for the division's day-to-day organization of activities and supervision of CHC Program Coordinators and other CHC staff as assigned. The CHC Program Manager supports all phases of planning, implementation, and evaluation of CHC projects and programming. This position promotes the mission of IWES by working closely with program staff across IWES portfolios to support the organization's program implementation, education, training, and community-based activities.

Duties and responsibilities:
- Communicates and collaborates with community partners, stakeholders, internal organizational teams, and external consultants for program development, implementation, and research as assigned.
- Engages in all-staff activities such as weekly staff meetings. Compiles division updates and reports out for CHC Director as needed.
- Provides consultation to all IWES divisions for mental health-related inquiries within the scope of social work practice.
- Supports the facilitation of weekly CHC division/program/and project-specific meetings in addition to monthly supervision meetings with partners by assisting with scheduling, session planning, facilitation, agenda production, and notetaking.
- Provides support with grant writing, reporting, and the identification of grant opportunities relevant to the CHC division.
- Facilitates 1:1 supervision meetings with CHC staff as needed.
- Reviews CHC staff’s scheduling requests and assists with planning coverage.
- Supports with the onboarding of new hires, volunteers, and interns.
- Provides support with the planning, implementation, facilitation, and supervision of CHC programming, activities, and initiatives.
- Administers validated mental health screeners and provides follow up support as needed.
● Responds to mental health-related training and support requests from community partners. Supports the unique needs of partners by developing engaging and informative workshops, trainings, materials, and resources within the scope of social work practice.
● Attends relevant professional development and training opportunities.

Knowledge and Skills Required:
● Minimum licensure requirement is an LMSW license or its equivalent; LCSW preferred. License must be active and in good standing in the state of Louisiana.
● Extensive experience with program and personnel management.
● Progressive experience with community organizing and coalition building, strongly preferred.
● Experience working with diverse populations; respect for cultural, racial, ethnic, linguistic and sexual diversity is essential.
● Excellent organizational and time management skills.
● Ability to work independently and as a team member.
● Commitment to IWES’ organizational mission.
● Proficiency in Google Docs in addition to current versions of the Windows operating system and the Microsoft Office Suite; familiarity with database and spreadsheet programs, such as Microsoft Publisher, Excel and Access, email programs, and internet.
● Reliable personal transportation.
● Reliable technology for remote work.
● Willingness to work night and weekend hours as requested; and travel local and long distances.
● Excellent interpersonal and written communication skills, including experience in cross-cultural exchanges.
● Working knowledge of research methodologies, evaluation, and grant/proposal writing.

Base salary: $70,000. Additional compensation will be considered based on experience. Excellent benefits package and professional growth opportunities.

Email or mail a cover letter, resume, and 3 professional references no later than April 30, 2023 to:

Institute of Women & Ethnic Studies
ATTN: CHC Manager Position
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