CAE is an equal opportunity employer and we strongly encourage BIPOC women (cis and trans) and people who are GNC and LGBQ+ to apply.

ORGANIZATION OVERVIEW: The Center for Anti-Violence Education (CAE) is an intersectional feminist organization that works to prevent, disrupt and heal from hate violence in our communities through educational programs that center the experiences of the people most marginalized. CAE teaches Empowerment Self-Defense and Upstander tools, focusing our work with girls and women (cis and trans), people who are transgender, gender non-conforming, LGBQ+, and those at increased risk from racism and xenophobia. Through partnerships with CBOs, schools, public institutions, companies, and more, we serve over 3,000 people each year across the five boroughs of New York City. We have been doing this work to actively build the world we want to live in since our founding in 1974.

THE POSITION CAE seeks a highly engaging and experienced facilitator with an intersectional lens as well as a substantive understanding of the roots of hate violence and promising practices to disrupt it.

This is a managerial role for someone who is energized to work independently as well as collaboratively, and has strong administrative and operational skills. The Upstander Program Manager will develop and deliver ongoing programs and short term workshops, work strategically with external partners in support of our communities and mission, and supervise and lead a small team of instructors who help facilitate programs.

CAE Upstander programs engage participants to build actionable tools they can bring into their everyday lives, using a range of experiential learning modalities. Workshops and programs are designed and tailored to anyone seeking to prevent, disrupt and heal from hate violence, whether it’s directed at folks in their own communities or in communities they are not part of. The Manager reports to the Director of Programs.

THE IDEAL CANDIDATE CAE seeks an Upstander Program Manager to join a dynamic and growing organization and a team of fun colleagues who are passionate about their work, deeply invested in our mission and committed to creating a work life that is rewarding and energizing. Strong candidates will bring deep grounding in their understanding of transformative and healing justice, anti-violence approaches and liberatory consciousness, as well as concrete skills related to conflict resolution, de-escalation, active bystander interventions, calling in strategies and more. They will be called on to bring that lens to program work, organizational goals and in their collaboration with team members.
This is an exciting role for someone with relevant subject matter expertise; dynamic training, education and facilitation skills; demonstrated management effectiveness and; operational and administrative experience. Strong preference goes to multilingual candidates.

**RESPONSIBILITIES**

The Program Manager is required to work in-person one - three days weekly, through a combination of on-site work in the Brooklyn office and travel to other NYC program locations across the five boroughs. Remote work is available on alternate days.

*The following is provided to give a sense of the general nature and level of work, it is not intended as an exhaustive list of all responsibilities, nor of all duties and skills required for the position.*

**Program Delivery**

- Serve as CAE’s lead on all Upstander programming
- Facilitate between one (1) - three (3) Upstander workshops per week, remotely and/or in-person at CAE’s Brooklyn office or at partner sites throughout the five boroughs. These will be one-time and multi-session workshops for adults, occasionally for youth.
- Collaborate with and train Instructors, and schedule them to co-facilitate programming
- Plan and manage Upstander’s monthly calendar and timelines for program delivery, ensuring all workshops are appropriately staffed and delivered at a sustainable pace and according to annual goals and the three-year strategic plan
- Ensure that all program-related operations run smoothly including but not limited to: promotion; outreach; communications; scheduling; staffing; registration, safety protocols; etc

**Program Design & Development**

- Update, design and develop virtual and in-person workshop curricula and long term programs
- Collaborate with colleagues and partner organizations to ensure that curricula are culturally competent, relevant to the current moment, responsive to needs articulated by communities, and that integrate best practices in the field
- Update and create program materials to supplement and enhance learning

**Community Outreach and Engagement**

- Respond to rapid response requests and refine and expand upon training content so it is relevant to our communities’ shifting priorities and different audiences.
- Ensure that programs reach those for whom they are intended and participation levels are consistent with goals
- Develop and implement a strategic outreach plan as needed to engage target communities
- Collaborate with staff and consultants to create consistent branding and promotional materials, including social media tools
- Participate in Coalition work as applicable

**Program Tracking & Reporting**
Collaborate with Program Director and colleagues to ensure that curricula align with strategic goals and assessment tools.

Track and manage program outcomes and outputs for purposes of internal learning, reporting, fundraising, and celebration!

Provide written reports on progress for internal and external purposes when required

**Staff Management & Training**

- Coordinate, train and supervise instructors (per diem but occasional FT staff) to facilitate remote and in-person programs for a diversity of communities that include corporate, educational, CBOs, public institutions like housing, libraries and hospitals, educational and other community settings
- Assess instructor performance and identify areas for growth and additional training.

**EXPERIENCE, SKILLS & QUALITIES**

- Proven subject-area expertise in strategies relevant to preventing, disrupting and helping to heal from hate violence
- Expertise in teaching, group facilitation, and group dynamics and ability to tailor approaches to a diversity of stakeholders
- A demonstrated ability to plan and deliver programs
- Excellent written, verbal, and interpersonal communication skills, multi-lingual in English plus Spanish, Arabic or Mandarin strongly preferred.
- Experience, managing, tracking and reporting on program progress against organizational goals, budgets and consistent with grants, contracts and other fundraising requirements.
- New technologies and databases; strong proficiency in Microsoft applications and Google office required.
- Self-awareness, emotional intelligence and ability to give and receive constructive feedback.
- Able to think strategically, work collaboratively, exercise sound judgment
- At least 7 years professional experience in a non-profit; 2+ years’ experience supervising staff, supporting teams, and guiding professional growth.
- Bachelor’s degree required; Advanced degree and/or relevant training credentials highly desired.
- A sense of humor, fun and adaptability

**WORK LOCATION:** CAE’s Office is at the YWCA, 30 Third Ave, Brooklyn, NY. In-person work is required 1-3 days weekly through a combination of programming at partner sites across NYC and CAE’s office. Occasional planned evenings and weekends. Remote options available for alternate days.

**COMPENSATION:** $60,000 - $75,000 range

**BENEFITS** Benefits include a generous paid time-off package, retirement account match, and significant percentage of health insurance costs paid by CAE.

**HOW TO APPLY:** All applications will be received via email. No phone calls or snail mail, please. Please send to: jobs@caeny.org subject line should read: Program Manager, YOUR NAME
Please submit a pdf of your resume and thoughtful cover letter (including how you became aware of this opportunity) that speaks to what you bring to this role and why this role makes sense for you right now.

**APPLICATION DEADLINE** Candidates will be interviewed on a rolling basis until the position is filled

CAE is an Equal Opportunity Employer.