

Erin Levitas Foundation: ERIN Talk Program Manager

Full-time, salaried position | \$65-\$75K | Hybrid: Work from Home/In Person/Community Based (Baltimore Metro/ Central Maryland)

Position Overview

The ERIN Talk Program Manager leads the day-to-day operations and growth of ERIN Talk, the ERIN Levitas Foundation (ELF)'s flagship program for youth-focused sexual violence prevention education. ERIN Talk is a seven-session curriculum, designed for middle- and high- school students, using restorative approaches.

The Program Manager is responsible for ensuring high-quality delivery of the ERIN Talk curriculum at partner schools and organizations, monitoring program outcomes, and growing the program through recruiting new facilitators and school/community partners.

As part of the ELF team, the ERIN Talk Program Manager will collaborate with ELF's other programs, Parent Talk (program for parents and caregivers) and Teacher Talk (program for youth-serving adults), to ensure cohesion across programs. The Program Manager will also work closely with the Levitas Initiative for Sexual Violence Prevention at the University of Maryland School of Law (the Initiative) on semi-annual "intensive" facilitator training and program evaluation.

Anticipated future growth in this position includes, as capacity allows:

- Curriculum development and content creation.
- Cross-training and delivery of Parent Talk.

Responsibilities

ERIN Talk Delivery, Coaching, & Training Facilitators

- Facilitate or co-facilitate ERIN Talk sessions with middle- and high- school students.
- In person and virtually train and coach adult ERIN Talk facilitators to deliver ERIN Talk with fidelity.
- Conduct in-person site visits to observe facilitators and provide feedback; new remote/partner sites typically require roughly 10 hours of coaching support, tapering significantly as facilitators gain experience.
- Develop and facilitate periodic "community of practice" coaching and Q&A sessions.
- Manage and supervise ERIN Talk staff, interns, and volunteers.

Recruitment & Partner Relationship-Building

- Build collaborative relationships with schools and organizations to establish new ERIN Talk partner sites in the Baltimore-Metro area and Central Maryland and represent ELF at community, professional, and district events.
- Support recruitment of locations outside of Central Maryland, and coordinate delivery logistics with programs.
- Establish MOUs with new program partners in coordination with ELF leadership, and ensure existing partners follow program protocols while remaining engaged and supported.
- Manage school partner payments and/or track facilitator stipends as needed.

Continuous Program Improvement: Data Tracking, Program Evaluation, and Reporting

- Data Tracking, Reporting, & Technology:
 - Maintain accurate, timely documentation of ERIN Talk partner organizations and activities in ELF's shared database system (Salesforce Nonprofit).
 - Work with ELF's database administrator to build and maintain reports and visual summaries (dashboards) that track ERIN Talk program metrics.
- Program Evaluation & Updates:
 - Support ELF and the Initiative's evaluation of ERIN Talk's effectiveness by coordinating data collection between the evaluation team and community partners.
 - Coordinate and ensure ERIN Talk kits, supplies, and materials are ordered and distributed to new facilitators and partner sites.
 - New content development and revisions responsive to community needs, data outcomes, and program evaluation to continuously improve ERIN Talk.

Communications & Development:

- Support ERIN Talk-related grant activities, including writing and reporting.
- Promote ERIN Talk through social media, blog writing, and activities.
- Participate in ELF and ERIN Talk team meetings.
- Perform other duties as assigned to support the needs of the team and organization.

Requirements

Skills & Experience

- Demonstrated experience working with diverse groups of middle and high school-aged youth, particularly group facilitation experience.
- Strong relationship-building skills and a demonstrated track-record of partnering with or working in schools and youth-focused organizations from a variety of communities and contexts.
- Strong writing skills, including in email, grants, social media, and development contexts.
- Restorative practices training or experience in a school or youth setting.
- Strong facilitation skills with experience coaching adult facilitators with fidelity to a set curriculum.

- Comfortable with giving and receiving feedback, able to self-assess, and work collaboratively within a team.
- Bachelor's degree in social work, education, child development or a related field. In lieu of a degree, compelling non-traditional backgrounds will be considered.
- Knowledge of child/youth development, particularly focused on middle and high school students.
- Proficiency with Google Suite, Microsoft Office Suite, and Zoom/Teams/Other virtual meeting platforms.
- Familiarity with program evaluation and research.

Preferred Skills & Experience

- Experience with educational content creation, including experience or knowledge on how to ensure youth-focused programming remains current, relevant and relatable for diverse and ever-changing youth understandings, norms, and experiences.
- Experience creating social media content and engaging on multiple social media platforms.
- Experience working with parents and facilitating parenting workshops.
- Spanish language fluency.
- Experience in intersecting prevention topics such as health equity, race, and LGBTQ+ inclusion, and/or with sexual or gender violence prevention initiatives specifically.
- Experience with Salesforce (or a comparable program)

Physical & Logistical Requirements

This is a hybrid role based in the Baltimore metro area; some remote work is part of this position, but in-person facilitation and coaching is required multiple times a week. The majority of the role will take place during school and after-school programming hours, but occasional evening and/or weekend hours are required.

- Reliable access to transportation is required; this role involves regular travel within the Baltimore metro and in the Central Maryland region in areas under-served by adequate public transportation.
- Ability to travel occasionally out-of-state for events or satellite partner site visits.
- Ability to transport up to 25 lbs of program materials.

Compensation & Benefits

- This is a full-time, salaried position with an annual salary range of \$65,000 - \$75,000 based on experience.
- ELF offers a range of benefits, which we discuss individually with candidates during the interview process to find the best fit for their needs.

How to Apply

- Submit a cover letter and resumé to people@erinlevitas.org
- Resume-only submissions will not be considered.
- Your cover letter should confirm your location/commute plan and speak to your interest in this role.
- Candidates who advance will be asked to complete a written performance task. Later-stage candidates should expect to engage in coaching scenarios and an in-person facilitation demonstration as part of the interview process.