

GSA Network – Program Director Job Description

Job Title: Program Director

Reports To: Executive Director

Status: Full-time, Exempt

Description:

Gay-Straight Alliance Network (GSA Network) seeks to hire a Program Director to manage its growing program portfolio. We are looking for someone with demonstrated program leadership experience who can manage a team of organizers and project staff. The Program Director should have the ability to lead a team to achieve program goals with creativity and resourcefulness. The Program Director will be responsible for planning, coordinating, implementing, staffing and evaluating GSA Network's programs. The Program Director will supervise staff, volunteers, and interns; manage campaign development; represent GSA Network in coalitions and in other the community settings; develop strategic collaborations; manage grant objectives; and assist with fund raising by writing portions of grants and relevant reports. This position is based in the San Francisco office and will require some travel nationally and within California.

Gay-Straight Alliance Network (GSA Network) is a youth-driven, social justice organization based in San Francisco that empowers youth activists fighting homophobia and transphobia in high schools and middle schools. GSA clubs provide support to lesbian, gay, bisexual, transgender, questioning (LGBTQ) and straight ally youth who are facing pervasive discrimination and harassment at school. As a non-profit organization formed in 1998, GSA Network provides resources, training, and grassroots organizing support to clubs working to educate schools about LGBT issues and organize for social change. GSA Network currently runs a network of 650 GSA clubs throughout California, and coordinates national programs that support the development and replication of state-level GSA networks outside of California.

For more information, visit <http://www.gsanetwork.org>.

Qualifications

- At least 3 - 5 years of demonstrated program management; preferably in community organizing, policy, advocacy, and/or youth leadership development.
- Experience with program planning/development and evaluation.
- Experience working directly with LGBTQ youth, particularly youth of color
- Ability to manage grant objectives and prepare grant reports
- Experience directly supervising staff
- Excellent analytical, planning, and organizational skills (e.g. developing tracking systems, timelines, work plans, etc.)
- Excellent written and verbal communication skills, including public speaking
- Strong computer skills
- Commitment to social justice, anti-oppression work, and LGBTQ youth leadership and empowerment

- Bilingual (English/Spanish) preferred

To apply:

Email attachments of resume, cover letter, and a brief writing sample to: jobsearch@gsanetwork.org. Please include "Program Director" in the subject line of your email.

The position will be filled as soon as the appropriate candidate is found. It is therefore recommended that you submit your materials as promptly as possible. Only those applicants selected for an interview will receive a response. No telephone calls please.

GSA Network is an equal opportunity employer and encourages applications from people of color, people of all sexual orientations and gender identities, and people with disabilities.