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## Program Manager, Tulsa Changemakers

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The Program Manager works in partnership with the Tulsa Changemakers Program Director to ensure that programs are executed at a high quality and help to fulfill the mission of the organization. This is an entrepreneurial work environment that focuses on youth-centered programming to realize the vision of a future where Tulsa is a model city for youth-driven impact. **This Position is full-time and non-exempt, and reports to the Program Director of Tulsa Changemakers.**

### **About Tulsa Changemakers, a program of Leadership Tulsa:**

For 49 years, Leadership Tulsa has been fueled by an idea. An idea that talented people from many different backgrounds and viewpoints, who share a love for Tulsa, can come together to build knowledge, skills, and connections in service to this community. Our focus is to identify, develop and connect diverse leaders to impact our community through service.

Tulsa Changemakers is the youth arm of Leadership Tulsa. Our mission is to build capacity in youth, adults, and systems to support youth in driving positive impact in Tulsa right now and into the future. In 2022, Tulsa Changemakers became a permanent program of Leadership Tulsa after being a sponsored organization since 2017. Both Leadership Tulsa and Tulsa Changemakers seek to have more leaders in more places making an impact. We deeply believe that youth leaders are assets in their communities and should be positioned as leaders. The Program Manager will work in partnership with the Program Director to lead Tulsa Changemakers into the next stage of its organizational life. This next stage will be marked by high-quality program execution and modest growth.

### **Focused Responsibilities:**

**The Program Manager will spend their time assisting in the expansion, facilitation, operations, and continuous improvement of all Tulsa Changemakers' youth programs.**

- Direct facilitation of most youth programming, including Power of Youth, Advisory Committee, Monroe Philanthropists, School Board Youth Advisory Council, City of Tulsa Youth Council, and the Youth Voice Fellowship
- Mentor Coaches in our Listen, Listen, Act program and facilitate Coach/Coach Mentor relationships
- Assist in operations for all programs, including planning and executing Pitch Nights, planning and executing Networking Events, facilitating Coaches' training, onboarding new Coaches, etc.
- Manage public relations, communications, and social media

**Qualifications:**

**An ideal candidate will be equity-minded, resourceful, attentive to detail, and practice clear, concise, compassionate communication. We're seeking a thoughtful, results-oriented person who can plan, execute, and evaluate high-quality youth programs in Tulsa.**

You should have and/or be:

- Highly organized and creative
- Entrepreneurial, comfortable with navigating ambiguity and adapting quickly
- A track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders
- A demonstrated commitment to meeting a high bar and a history of getting things done in the face of competing priorities; ability to prioritize and execute multiple tasks
- Strong interpersonal skills coupled with highly effective written communication, verbal communication, and technical skills
- Ability to plan and implement education/training programs based on gleaning and understanding divergent community input
- Commitment to the organization's diversity, equity, and inclusion objectives and an appreciation of different cultures, backgrounds, and experiences
- Ability to present material in an engaging and relevant manner to diverse audiences while maintaining authenticity and credibility
- Strong attention to detail

Valuable, but not a requirement:

- Knowledge of critical social and political issues facing Tulsa's leaders and
- Prior experience in nonprofits
- Bilingual competency in Spanish and English

**Starting Date:**

Spring 2023 and summer 2023 start dates are available depending on the candidate's timeline.

We offer a generous benefits package and operate in a flexible work environment. Leadership Tulsa is an equal opportunity employer, and we make a particular effort to recruit people of diverse backgrounds to apply for open positions.

**To Apply:**

Please email a cover letter and resume to Andrew Spector at [andrew@leadershiptulsa.org](mailto:andrew@leadershiptulsa.org) with the Subject "Application for Program Manager, Tulsa Changemakers" by February 10th.