Job Title: Programs Manager
Department: Programs and Partnerships and Global Initiatives
Reports To: Director, Programs and Partnerships
Position Type: Full-Time, Exempt
Salary: $85,000 annually
Location: Remote
Travel Required: 20%



About me too. International

me too. International is a convener, thought leader, and organizer in the global movement to end sexual and gender-based violence (SGBV), grounded in Black feminist principles and survivor-led healing and action. Because of the viral #metoo hashtag, a vital conversation about sexual violence has been thrust into global dialogue. What started as local grassroots work has expanded to reach a global community of survivors from all walks of life and helped to de-stigmatize the act of surviving by highlighting the breadth and impact of sexual violence worldwide. We strive for the realization of a more inclusive and safer world where SGBV is not just minimized but entirely eradicated.

Position Summary

The Programs Manager will play a crucial role in bolstering the reach and impact of Programs and Partnerships, as well as our Global Initiatives departments. This position straddles two departments and requires a detail-oriented and organized individual with a passion for social justice, a global perspective, and a commitment to empowering survivors.

The ideal candidate will have worked on the issue of SGBV and run programs in service to survivors of sexual violence. We are open to someone who has experience in gender work more broadly. This individual will have a deep commitment to working toward a world free of sexual violence and will have an analysis of global gender justice work and dynamics. This person will be interested in staying current on programming that is winning in various cultural contexts, have an interest in data and evaluation, and be excited to share learnings with the ‘me too.’ Team.

Every role at ‘me too.’ is entrepreneurial. The Programs Manager will be expected to manage their own workload and be self-motivated, managing tasks specific to each department, contribute to thought partnership, and source creative solutions. We are looking for someone who has ideas, leans into cross-vertical teamwork, is curious, and has a generally positive outlook. This individual will check their ego at their virtual door, working with a team that operates the same way. We are excited to bring this new role into the organization!

Key Responsibilities

- Program Implementation and Evaluation:
    - Contribute to program development and implementation
    - Oversee the growth and management of the Healing Resource Library
    - Manage the development of global healing resources
    - Maintain an intimate knowledge of programs and global initiatives
    - Coordinate with cross-functional teams to ensure effective program delivery
    - Facilitate presentations, workshops, and represent the organization in public settings
    - Collect, organize, and analyze program participant and global data to measure impact and identify areas of improvement
    - Assist in the development and implementation of evaluation tools and methodologies
- Stakeholder Engagement:
    - Communicate effectively with survivors, advocates, policymakers, and the general public
    - Support the development and implementation of stakeholder engagement strategies
    - Engage and organize survivors through a trauma-informed lens
    - Respond to inquiries and provide information about the organization's programs and services
    - Facilitate in-person activations
    - Build relationships with healing resource partners globally

Qualifications

- 3+ years of experience in program management, preferably in the field of SGBV and/or gender justice
- Bachelor's degree in a relevant field (e.g., social work, public health, nonprofit management)
- Must be able to work US East Coast hours
- Experience working in global contexts, with an understanding of global north and global south dynamics
- Strong presentation and facilitation skills
- Strong organizational and time management skills
- Strong written and verbal communication skills
- Fluency in Canva, Zoom, and Google Docs
- Fluency in English required; preference for proficiency in Spanish and/or French
- Proficiency in data analysis and evaluation techniques
- Strong attention to detail and accuracy
- Passion for social justice broadly and SGBV more specifically

Benefits

- Unlimited paid time off, a wellness stipend, and home office reimbursement
- Opportunities for professional development and growth
- A trauma-informed, supportive remote work environment

How to Apply

Interested candidates should click this link to submit their resumes and answer the question, *"Why are you the ideal candidate for Program Manager? What pertinent experiences inform your response?"* If you have any questions, please email careers@metoo.org, indicating "Programs Manager" in the subject line. Only short-listed candidates will be contacted.

me too. International is committed to workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. 'me too.' does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. We have created an equitable and inclusive environment for all employees, which we are committed to maintaining.