



## Program & Operations Manager (Full-Time, onsite)

**Location:** Stamford, CT

**Website:** [www.KidsHelpingKidsCT.org](http://www.KidsHelpingKidsCT.org)

### About Kids Helping Kids

Kids Helping Kids (KHK) empowers youth to develop leadership skills through impactful, youth-led service projects that create lasting change in our community. Every KHK project is inspired, managed, and led by students who are discovering the power they have to make a difference.

### Position Summary

The Program & Operations Manager serves as the Executive Director's key partner and is responsible for day-to-day operations, volunteer engagement, program growth, event support, and communications. This is a creative, fast-paced role ideal for someone who is organized, detail-oriented, and energized by working with youth leaders. **Evening availability is essential**, as many projects, orientation sessions, planning calls, and Youth Advisory Council meetings occur after school hours.

### Core Responsibilities

#### Volunteer Growth & Engagement

- Build and maintain relationships with schools, community partners, places of worship, and social service agencies.
- Mentor and coach KHK youth volunteers; plan and facilitate orientations, ambassador meetings, and Youth Advisory Council sessions.
- Support growth of an adult volunteer network.
- Represent KHK at volunteer fairs, school meetings, and community events to increase organizational visibility.

#### Program Management & Communications

- Collect, organize, and analyze program data and surveys to assess outcomes and progress toward strategic goals.
- Create social media content and marketing materials that highlight the mission and impact of KHK.
- Research and publish monthly volunteer opportunities.

- Maintain and update the KHK website with new photos, project descriptions, and opportunities.
- Track volunteer service hours using Salesforce.

## **Development & Events Support**

- Assist with planning and execution of fundraising initiatives and special events.
- Research and support preparation of grant applications.
- Inspire individuals and organizations to financially support KHK during community interactions.

## **Qualifications**

- Bachelor's degree and **at least five years of relevant professional experience**.
- Strong communicator with excellent written, verbal, and interpersonal skills.
- Creative problem-solver with exceptional attention to detail and ability to manage multiple projects.
- Enjoys working with students of all ages; collaborative team player.
- Reliable transportation is necessary.
- Experience with WordPress, Salesforce, Canva, social media platforms, or Constant Contact is a plus.

## **Details, Salary & Benefits**

- Full-time position (40 hours/week; some weeks may exceed this).
- **School-year schedule:** 11:00 am–7:00 pm, Monday–Friday; evening flexibility required for orientations, planning calls, Youth Advisory Council meetings, and occasional events.
- **Summer schedule:** 9:00 am–5:00 pm, Monday–Friday.
- Full medical coverage (100% paid by KHK) and dental coverage (50% paid).
- Ten days of vacation plus federal holidays.
- Salary: \$50,000/year.

## **How to Apply**

Please send a cover letter and resume to Jennifer Bentley, [jenb@kidshelpingkidsct.org](mailto:jenb@kidshelpingkidsct.org) with the subject line *Program & Operations Manager– [Your Name]*.

Applications will be reviewed on a rolling basis until the position is filled.