



Position: Program Manager
Location: Dorchester, MA
Reports To: Chief Program Officer
Position Type: Full-Time, In-person
Compensation: \$60,000 - \$70,000 annual salary, commensurate with experience

ICW's mission is to reduce gun violence by amplifying the voice and agency of people who have been most impacted by systemic racism and mass incarceration.

We partner with program participants through case management and careers in and beyond personal training. Individuals are elevated as experts in fitness and the social issues they've lived. ICW is a culture and community in which power dynamics are flipped, social capital is bridged, and new leaders emerge in the fight to combat long-standing inequities.

Overview: The Program Manager of ICW, based out of our Dorchester facility, is responsible for fostering relationships between participants, staff, program partners, and key stakeholders. This includes the management and oversight of all operations, while implementing all intake/safety policies to ensure a safe and productive work environment for all. The ideal candidate should have a collaborative spirit, with a passion for growing individuals from unique backgrounds and circumstances. The Program Manager will report to ICW's Chief Program Officer while also working closely with other departments to ensure program quality, impact, and evaluation.

Key Responsibilities:

General

- Demonstrate full commitment to the mission/philosophy of InnerCity Weightlifting
- Manage the day-to-day scheduling, staffing, workflow, and programming opportunities
- Lead weekly Program Team meetings
- Oversee the maintenance of facility to ensure the environment is safe, healthy, and engaging
- Identify, facilitate, and seek out new program opportunities that will promote healthy living, social responsibility, and youth/peer development
- With the support of the Chief Program Officer, coordinate and provide 1v1 supervision to all Dorchester staff
- Collaborate with Development team to convert clients to donors
- Drive personal training client leads for the site, leveraging personal and ICW network
- Provide stories of impact and resiliency

Advocacy

- Earn the trust of Participants by building genuine relationships
- Identify key resources and opportunities that will progress the Individual Advancement Plans of ICW Participants
- Provide oversight of new Participant referrals/intakes (safety and general)

- Oversee a small caseload of students (based on capacity), providing client-centered, holistic case management services
 - Includes intake & needs assessments, Individualized Achievement Plans (IAP), and collaborating with program staff to provide referrals for individuals in need of services such as employment, education, behavioral health, housing, and other relevant stabilizing efforts
- Coordinate Participant outreach and transportation
- Supervise and assure timely and accurate documentation of all case management services through weekly engagement reporting and bi-weekly team meetings.
- Accurately track data involved with personal caseload or general program data
- Work with CPO/Data Coordinator to ensure all student data is submit with 100% accuracy

Qualifications:

- Interest in social justice and passionate about ICW mission
- 5+ years experience in program design/oversight
- 5+ years experience in supervision/management
- 5+ years in Data management, impact, and evaluation
- Case management experience is a plus
- Excellent written and oral communication, interpersonal and organizational skills
- Experience using Google platforms and Microsoft Office preferred
- Demonstrated personal/professional experience to understand challenges within the criminal justice system
- The ability to strategize, troubleshoot, and support individuals and/or staff with varying needs or insecurities
- Knowledge of neighborhoods and demographics, or ability to learn and stay educated of evolving dynamics
- Must be punctual and have a high attention to detail
- Must have the ability to multi- task in a fast-paced environment
- Must display the ability to build authentic relationships with Participants from diverse backgrounds
- Strong conflict resolution skills including navigation & de-escalation
- Willing and able to take feedback and adjust behavior as needed
- Must be able to work both collaboratively and independently to help advance the mission, work, and opportunities of ICW and our Participants

Benefits:

- A partially matching SIMPLE IRA retirement plan (FT only)
- Reimbursement of health insurance of up to \$250/month (FT only)
- Free 3rd party support in identifying an independent health insurance plan that best fits your needs
- Generous paid holiday policy
- 15 days paid vacation for years 1 and 2 of employment, and 20 days for years 3+ of employment (5 days/year for part-time employees)
- 10 days of paid sick leave per year (5 days/year for part-time employees)
- 24 hour access to free use of gym space for yourself and to train your own clients
- Free access to mental health resource coordinator
- Year-round “summer Fridays”; closing at 2pm

To apply, please visit our [careers page](#).

ICW values a diverse workplace and strongly encourages people of color, women, LGBTQ+ individuals, returning citizens, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. ICW is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.