

PROGRAM MANAGER

WOMEN OF COLORS, INC. | CAREER OPPORTUNITY

Location	3057 Davenport Avenue, Saginaw, Michigan; regular local travel
Schedule	Full-time 40 hours per week; some evenings and occasional weekends
Compensation	\$28–\$32 per hour (\$58,240–\$66,560 annualized at 40 hours/week)
Reports to	Executive Director

Build strong programs. Support meaningful community impact.

Women of Colors, Inc. seeks a Program Manager to coordinate our school-based substance use prevention and community-based peer recovery programs. This position brings people, schedules, partnerships, and grant commitments together so services are delivered consistently and documented accurately.

What you will do

- Translate grant work plans into coordinated schedules, site assignments, staffing plans, and measurable deliverables.
- Oversee evidence-based youth prevention curricula, family education sessions, screening and referral coordination, and hospital/community recovery support activities.
- Supervise and support prevention facilitators, peer support specialists, wellness advocates, and program support personnel.
- Maintain staff training and credential records, arrange coverage, and support effective onboarding.
- Track attendance, referrals, follow-up, service quality, and grant deliverables; prepare program information for funder reporting.
- Partner with schools, hospitals, community organizations, and the WOC leadership and finance teams.
- Maintain accurate records and coordinate with the Accountant to ensure reported services and staff time align.

What you bring

- Bachelor's degree or equivalent combination of education and relevant experience in social work, public health, human services, psychology, education, or a related field.
- At least three years of program or project coordination/management experience, including demonstrated staff leadership.
- Experience with grant-funded programs, performance tracking, and reporting.
- Strong organizational, communication, scheduling, and spreadsheet/data-management skills.
- Ability to work effectively with youth, families, people in recovery, and diverse community partners.
- Valid driver's license, reliable transportation, auto insurance, and ability to satisfy required school and hospital background checks.

Preferred experience

Graduate education; MCBAP prevention credential or eligibility; substance use prevention, peer recovery, or behavioral health experience; and experience coordinating programs supported by multiple funding sources.

Compensation and benefits

Pay: \$28–\$32 per hour (\$58,240–\$66,560 annualized at 40 hours per week).

Health insurance and traditional benefits: WOC does not currently offer employer-sponsored health insurance or a traditional employee benefits package for this position.

Paid sick leave: Eligible employees accrue paid sick time at a rate of one hour for every 30 hours worked, subject to applicable Michigan law and WOC policy.

Apply

Interested candidates are encouraged to apply through the Women of Colors, Inc. job posting or contact Women of Colors, Inc. for application instructions.

Women of Colors, Inc. is an equal opportunity employer. Employment decisions are made without discrimination based on protected characteristics under applicable law.