

I. New Ventures Lab (NVL) Program Manager in Brazil (50%):

Program Manager Responsibilities

Include:

- Organizing, managing and monitoring the New Ventures Lab in Brazil.
- Communicating with NVL cohort about activities, deliverables, events and sessions
- Coordinating with executive Director on curriculum, evaluations, instructors, and mentors

Job Description

We are looking for an experienced Program Manager to organize and coordinate the New Ventures Lab in Brazil during 2018-19. You will collaborate with the Executive Director on the curriculum for the teams and liaise with all mentors for the in-person and online sessions, to assure deliverables are consistent with learning outcomes. You will also oversee the progress for each individual team and collaborate with the executive director during the 20- week period of the NVL.

The ideal candidate will be an excellent leader and will have experience in managing teams with various needs, to produce results in a timely manner. They will also be able to develop efficient strategies throughout the program's duration.

The goal is to ensure that the program delivers the desirable outcomes for our organization.

Responsibilities

- Oversees NVL programming, community-building and budgets
- Books, organizes and monitors hotel accommodation for the 3- week in-person sessions for the entire cohort
- Books, organizes and monitors x # of meals during the 3 week in-person sessions of for the entire cohort
- Book, contract, and coordinate in-person training with the mentors for in-person training sessions in Sao Paulo (book their flights and accommodation, as agreed upon and within budget)
- Coordinate remote/online training session (2 virtual sessions per week) with the instructors, mentors, and other volunteers alongside the executive director
- Lead and evaluate weekly session with each of the teams within the cohort to meet milestones
- Develop, manage and report on deadlines, budgets and activities
- Assume responsibility for the program's people and vendors
- Assess program performance and document weekly
- Resolve teams' higher scope issues
- Prepare reports for executive director

- Prepare documentation in film and photography, recruit volunteers to support this activity
- Measurement?
- Final report/mid term report?

Requirements

- Proven experience as a Program Manager or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability

If you are interested for this position please send your letter of interest and CV to hola@chicaspoderosas.org

The position will be filled as soon as we find the perfect chica to run the show in Brazil for this year's NVL

Good Luck