



## **Job Announcement: Program and Events Manager**

### **Organization Background:**

Brown Girl Surf is a small non-profit that works to build a diverse, environmentally reverent, and joyful women's surf culture by increasing access to surfing, cultivating community, amplifying the voices of women of color surfers, and taking care of the earth. We offer low cost surf clinics, host community-building events that celebrate our culture and mission, create and cultivate media and arts which raise the profile of women of color in surfing, conduct environmental stewardship and activism, and participate in a variety of surf and ocean related forums to provide a "brown girl surfer" perspective.

Since 2014, Brown Girl Surf has developed a robust women and girls' year round surf and community programming. Programs in the water are complemented by programs on land, aimed at building a sense of community around surfing and the ocean, shifting narratives around women in surfing, and cultivating environmental knowledge and stewardship. To date, we have connected over 400 girls and women to the ocean, with over 12,000 hours of participation. Both our participants and volunteers are over 90% women of color. Brown Girl Surf has developed a large social media following (6,000 plus followers on Facebook) and has received coverage by KQED, the SF Chronicle, Surfer Magazine, ESPN Women, Bustle Media, and The Root.

In all of our programs, we strive to embody our 6 core values:

Play, Community, Girls/Women's empowerment, Care for the Earth, Arts and Expression, and Gratitude.

### **Overview of the Position**

The Program and Events Manager will work closely with our Executive Director, Director of Operations, our Lead Surf Instructor, our intern(s), our volunteer Brown Girl Surf instructors and Rising Leaders, and our dedicated admin volunteers and contractors who together comprise the Brown Girl Surf team. The main duties of the Program and Events Manager will be managing logistics, communications, outreach, registration, and all other operations for our beach and land-based programs, including but not limited to: our school year programs, community events, film screenings, and summer camp. This includes being present for all Brown Girl Surf programs, supervising the Brown Girl Surf staff and volunteers who help run these events, and interfacing with parents and the community. The Program and Events Manager will also work with the Executive Director and Director of Operations on planning and executing fundraising events. Since most of our programs are volunteer-run, the Program and Events Manager must have strong experience working with adult volunteers, and the skills to nurture a strong volunteer community. The Program and Events Manager will be responsible for our Volunteer Leadership Crew program, which forms the heart and soul of Brown Girl Surf. This includes recruiting, training, coordinating, and supervising our Transport Team, our Surf Instructor Crew, and our Rising Leaders Crew to perform the operations of our program days while building esprit de corps and community connections which connect our Leadership Crews to each other and the broader movement. The Program and Events Manager will work closely with the Executive Director who oversees program content, curriculum (including environmental education, social-emotional learning, surf curriculum), and pedagogy, and the Lead Instructor, who will deliver a great deal of program content and provide input to curriculum development. The Program and Events Manager will report to the Executive Director, while also working closely with the Director of Operations on matters relating to Program Operations.

**SURF SKILLS ARE NOT REQUIRED.** The Program and Events Manager is primarily responsible for the logistics, operations, equipment, and staff/volunteer supervision on a Surf Day. The lead instructor and other BGS staff

and volunteers will conduct surf instruction, maintain ocean safety, and deliver environmental education curriculum.

This position requires extraordinary skills both in community-building -- communication, outreach, and inspiring and motivating a team of volunteers -- as well as behind-the-scenes organization and operations. We are a small but mighty organization, keeping a fast pace of programming. Exceptional organizational and time management skills as well as meticulous attention to detail are a must.

The Program and Events Manager position is perfect for someone who is seeking a part time yet deeply engaged position with a small, dynamic, innovative, fun, social-justice focused organization, where an individual's efforts will have a huge impact right away. Brown Girl Surf values work/life balance. We are deeply passionate, hardworking, and dedicated, AND we aim to be efficient with our time, and practice what we preach in maintaining self care, living vigorously in our bodies, and nurturing our connections to the natural world and our own creativity. While surf skills are not required, it is important that the Program and Events Manager is comfortable in and around the ocean.

This is a part-time job averaging 25-30 hours a week during school year programming. In the summer, hours increase to around 40 hours per week during our summer camp season, which currently lasts 5 weeks, and may increase incrementally in the future. During the school year, candidates must be available for full work days on most Saturdays from February to June, and September to mid December. Candidates must be available to be in Oakland at least 3 working days of the week, as well as on Saturdays when there are Surf programs. Outside of Saturdays and other program days, hours are somewhat flexible, and mostly occur during normal working hours, with occasional pre-arranged evening hours for outreach, volunteer meetings, and community events. During the summer, candidates must be available for full work days from Monday-Friday, starting and ending in Oakland for the weeks we hold summer camp and 3-4 pre-arranged evening outreach sessions and Saturday programs during the summer. This position includes a 3 week unpaid furlough period from late December through mid January. This position includes planning and coordinating major Brown Girl Surf events throughout the year, such as our Year End Celebration, Environmental Cleanups, Fundraising Events, and Community and Donor Outreach days.

We seek candidates who are interested in staying with our organization for at least 2 years, and preferably longer. We have a strong preference for candidates based in Oakland, where Brown Girl Surf is based and conducts most of our outreach. Preference will be given to candidates who can also be available during some evenings as well, for occasional community outreach efforts. Women of color especially encouraged to apply.

#### Job Duties:

Take responsibility for managing all Brown Girl Surf community programs. These include but are not limited to our 1) Integrated Surf Sister Programs, which include Surf Sister Saturdays, Rising Leaders Crew, Instructor Crew, Transport Team, Environmental Stewardship Events, 2) our Summer camp, and 3) Our on-land community celebrations and events.

Manage Brown Girl Surf Events and Celebrations, including parties, outreach events, cleanups, outings, film screenings, etc.

Deliver logistical and operational aspects of Brown Girl Surf programming and act as the lead onsite supervisor to a team of volunteers and BGS staff involved in program delivery.

Maintain and adapt systems for managing operations, logistics, and group management on Brown Girl Surf program days.

Train volunteers in co-facilitating operations of Brown Girl Surf program day, with support from Lead Instructor and other BGS staff on surf/environmental education/curriculum aspects.

Create and maintain accessible systems, including online application forms, for participants and volunteers to register in Brown Girl Surf programs.

Communicate with parents/participants/volunteers to see them through from the start of outreach, through application/registration, to their participation in the event.

Coordinate and conduct outreach and info sessions at community events, schools, community programs, etc. to recruit new participants with support of Lead Instructor and Intern as needed.

Manage collection and reporting of payments for Brown Girl Surf programs.

If program needs dictate, find new community and school partners for Brown Girl Surf programs.

Maintain databases of participant information. Train and supervise interns in the use of the database.

Maintain and manage equipment and supplies for all Brown Girl Surf program days.

Maintain database of participant evaluations. Train and supervise interns in the use of the database.

Manage mailing lists of participants, volunteers, and families.

Provide input about operational aspects of programs during internal planning processes.

Manage communications as they relate to community programming and events.

Update Brown Girl Surf website to stay up to date with programming.

Assist Executive Director with operational elements and communications relating to fundraising

Work with Executive Director and Intern(s) to make sure our website and social media remain up to date with current programming opportunities and achievements.

As needed and available, assist with “voice amplifying” and movement building elements of Brown Girl Surf mission.

Other duties as needed

Qualifications:

5+ years of relevant work experience managing complex programs with overlapping time lines and multiple constituents preferred, 3+ required. At least 2 years of staff, intern, or volunteer management experience required and at least 3 years working with youth required.

Current certification in first aid and CPR. We will provide assistance for the initial certification course.

Exceptional communication, presentation and interpersonal skills and the ability to establish and maintain effective and collaborative working relationships with a wide range of people and personality types

Highly skilled in management of a diverse volunteer corps, and able to inspire continued dedication and maintain loyalty among volunteers

Highly organized and detail oriented. Able to manage complex logistics and coordination of multiple staff that underlie a holistic, integrated, multi-layered curriculum.

Highly skilled in managing complex, timebound logistics, while remaining highly flexible, and holding community as a top value. Skilled in adapting to changing circumstances and remaining cool under pressure.

Strong understanding of youth development. (or willingness to learn)

Strong preference for individuals with knowledge of issues affecting communities of color in the Bay Area and connections to organizations and leaders in communities of color in the Bay Area.

Openness to engaging with and developing a connection to the ocean is critical. Surf experience is NOT necessary, though welcome and helpful.

Entrepreneurial, resourceful and persistent with demonstrated success managing and inspiring individuals and teams toward ambitious, measurable results

Dedicated to learning, and improving programs through constant examination and adaptation.

Comfort with ambiguity and open to change, learning, and improvement. Ability to work in a lean, startup environment, while helping to build lasting systems for sustainability.

Aligned in thought and action with Brown Girl Surf's values: Play, Community, Girls Empowerment, Care for the earth, Arts and Expression, Gratitude and Peace.

Able to lift object up to 40 lbs, walk up to 1.5 miles, and stand for extended periods of time.

Proficiency in Microsoft Word, Excel, Goolesheets, Powerpoint.

Proficiency or willingness to learn Salesforce, Squarespace, Wufoo, Docusign, Stripe, Mailchimp, Square

Bachelor's degree required

Valid California Driver's license required.

Employment is contingent upon the completion of a satisfactory fingerprinting a criminal background check in the state of California

Preferred Qualifications:

Language skills in relevant languages for our community: Spanish, Tagalog, Vietnamese, Khmer, Mandarin or Cantonese

Experience and training in working with youth and families who have experienced trauma

### **Compensation & Benefits**

- This is a part time position, which will average 25-30 hours per week for the school year with more during the summer camp season.
- Opportunities for expanded hours as organization grows
- Significant opportunities for professional development and growth
- The position is paid hourly.

### **How to Apply**

**Please submit a resume and cover letter to [jobs@browngirlsurf.com](mailto:jobs@browngirlsurf.com).** Applications will be accepted until January 11, 2019

**Brown Girl Surf is an Equal Opportunity Employer with a strong commitment to diversity**

Women of color are strongly encouraged to apply.