

Programs Manager (Communications)

Job Description

Prepared: March 2025

This Role At a Glance

As a Program Manager, you will provide vital operations and administrative support to the Communications Department. You'll come to this role with your love for details, creative problem-solving skills, and ability to both create and manage systems.

Your ability to manage accurate records, maintain confidential information, work across multiple departments, and navigate ever-competing priorities will help pave the way for your success in this role.

As a national organization, A Call to Men has staff nationwide. As our Communications Program Manager, you will thrive in the hybrid nature of this role - working from a home office while frequently traveling for work.

You'll enjoy working closely with multiple director-level staff while reporting directly to the VP of Communications with a dotted line to the CCO. You'll appreciate the administrative nature of this role, along with opportunities to grow within the organization.

In This Role, You Will...

- Provide administrative support to the Communications department to include:

Meeting Support

- Scheduling, managing, and attending meetings, appointments, and events
- Organizing meetings, including preparing agendas, taking notes, and ensuring follow-up on action items.
- Organizing, prioritizing, and responding to emails.
- Working alongside other team members to prepare reports, presentations, and other documents for internal and external communications.
- Serving as a point of contact between the communications department, other departments, and other stakeholders
- Collaborate with other teams or departments on communications strategies, fundraising initiatives, or program outreach.

Campaign Support

- Monitoring deadlines for communications projects and ensuring timely completion.
- Assisting in campaign management including helping coordinate logistics for communication campaigns, media outreach, or special events.
- Working with vendors for printing, media, or other communications services.

Department Processes

- Assisting with tracking departmental budgets and processing expense reports.
- Maintain databases of media contacts and other key stakeholders.
- Assisting with gathering and organizing content for newsletters, press releases, and social media posts.
- Maintaining an organized filing system for digital and physical documents related to communications.

- Handling sensitive information and confidential communications with discretion.
- Building and maintaining strong relationships with internal teams, external partners, and stakeholders while maintaining professionalism.
- Supporting special communications projects or initiatives as needed
- Investigating and booking travel for the communications department
- Collaborate as an integral part of the communications team
- Build relationships, capitalize on existing resources, and work effectively within the team.
- Serving as an additional level of support for traveling staff and trainers (this can include after-hours support)

Film and Media

- Managing payments and reimbursements for contracted trainers/film participants
- Scheduling and securing guests for panels and events, film
- Assist with event planning, design, and execution (film festivals, screenings both in person and virtual, Community Conversations)
- Assist with providing work direction to videographers, photographers and onsite multimedia partners
- Research and identify contractors for props, wardrobe, make-up, and set design as well as event/film spaces
- Helping with researching and identifying participants for film projects, Community Conversations, Boy Moms, A Call to Coaches, etc.
- Maintaining schedules, budgets, and regulations and providing support to the crew members
- Assist with location scouting and securing permits.
- Help coordinate schedules for interviews and shoots.
- Renting equipment, props, and other materials needed for filming.
- Support the production team with administrative tasks like printing call sheets or scripts.
- Travel frequently for in-person film shoots and organization-related events.
- Maintain organization on set.
- Ensure talent and interviewees are prepared and comfortable before filming.
- Act as a liaison between crew members, talent, and the director/producer.
- Collect and organize release forms, contracts, and other legal paperwork.
- Relay messages and instructions from the director or producer to the rest of the crew.
- Assist the director/producer in managing the pace of shooting, keeping everything on schedule.
- Help coordinate meals, breaks, and other crew needs during long shoot days.
- Capture behind-the-scenes footage (film and photo) for use in creating engaging content for social media and other platforms.
- Support the editor and post-production team, such as acquiring additional footage or documentation.
- Be available to handle unexpected tasks or problem-solve on set.
- Other duties as needed

What You Know, The Skills You Have, and The Experience You Bring

- Excellent communication skills (oral and written). Strong presentation skills are a significant plus.
- A strong degree of experience (3-5 years) in administrative and operational roles.
- Basic proficiency in capturing behind-the-scenes (BTS) photos and videos using an iPhone for social media content.
- A history of working in gender and racial justice spaces is preferred.

- A demonstrated ability to operate efficiently in fast-paced, deadline-focused environments. Proven experience handling multiple high-priority projects with high attention to detail, ensuring high-quality outcomes.
- Proficiency with CRMs such as SalesForce, Campaign Monitor, as well as Quickbooks etc. is not required but is a significant plus.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint), and Adobe Acrobat
- Proven history of working independently.. Ability to establish and cultivate strong relationships both within the organization and externally.

Who You'll Work With

- You'll report directly to Donn Kirkland (VP of Communications) with a dotted line to Kimya Motley (Chief Communications Officer).
- You'll work closely with Heather Mack (VP of Operations) and Joshua Shepherd (Director of Operations)
- You'll also collaborate with Purusha Weeks (Programs Manager, Operations Department), Tia Stern (Programs Manager, Strategy & Impact Department) and FaJhenee Bradford (Programs Associate, Community Engagement Department).

Why You'll Love Working Here

- The work of A Call to Men lives at the intersection of gender and racial justice. This role allows you to combine passion with purpose and helps create a safer, more equitable world for all.
- The salary for this role is \$62,750.
- Unlimited PTO
- Annual day off along with a \$250 gift card in honor of your work anniversary
- Monthly "Teacher Work Days" for no-meeting, head-down time.
- Summer Fridays – allowing for three-day weekends between June-August when your calendar permits.
- 401k with 3% non-matching contribution and 4% match
- Comprehensive health, vision, dental and life insurance
- Annual \$5,000 Professional Development Stipend
- Annual \$5,000 Staff Fund. Use these monies to pay off student loans, put a down payment on a home, etc.
- Annual Mid-Year Retreat to deepen connection to both the team and the work (will require travel)
- Annual Staff Advance for collaborative strategic planning (will require travel)

What The Application Process Looks Like

We recognize that applying for roles can be time-consuming, and you are many things to many people. Therefore, we aim to keep our interview process as efficient as possible. Our interview process includes a total of three rounds:

- In Level 1, you'll meet the hiring manager and COO, Danielle Nicholson.
- In Level 2, you'll spend time with all current Sr. Directors and Directors.
- In Level 3, you'll have a one-on-one interview with CEO, Tony Porter.

Some of our roles require a skills assessment. If you're applying for one of these roles, you'll be notified in Level 1 and will complete the skills assessment in Level 2. Because a skills assessment utilizes the same skills that would be used upon hire, we will compensate you for the completion of this skills assessment. Further details will be disclosed during Level 1.

How to Apply

Please send your resume and cover letter to info@acalltomen.org.

