



## Center for Mindful Stress Resilience

### **Niroga Institute is Hiring Program Managers!**

We are a leading movement-based mindfulness non-profit organization with the vision of a more mindful generation for a more connected and compassionate, empathic and equitable world. In these unprecedented times our program partners are telling us, *"We need you more than ever!"* We are looking for capable and motivated team players who align with our [mission](#). Please review our website to learn more about us: [www.niroga.org](http://www.niroga.org). If you meet the qualifications and are passionate about developing millions of mindful children and youth along with the adults around them, we look forward to receiving your application.

**Position Title:** Program Manager

**Report to:** Associate Program Director

**Classification:** Non-exempt salaried; 30 – 40 hours per week

**Location:** We currently have positions available that may require travel to sites within San Francisco or the East Bay area.

**Salary:** Salary commensurate with experience. Range: \$50k - \$55k FTE; includes health care.

**JOB SUMMARY:** Manage Niroga's on-site programs ensuring our contractual obligations are met, our instructors are supported, and our partner relations are maintained. Collaborate with the Niroga program management team to ensure quality and improvement of DMind curriculum and delivery systems.

#### **RESPONSIBILITIES:**

- Ensure Niroga's contract terms for programs at partner sites are met.
- Develop a schedule of programming that meets contract terms at partner sites.
- Manage Niroga personnel at partner sites, ensuring Niroga coverage as scheduled.
- Report on and track programming and instructor schedules via Niroga's tracking systems.
- Maintain fidelity of our program to our curriculum, supporting instructors to provide excellent instruction.
- Manage and maintain our relationships with our program partners.
- Manage and administer evaluations of our programs.

In addition, as a Niroga Program Manager, you will be asked to:

- Provide direct service by teaching as time warrants.
- Provide coaching at your school sites.
- Assist at trainings at your school sites.
- Develop new programs when possible.
- Work with the program management team to create strategies for building DMind culture in schools.

#### **QUALIFICATIONS:**

- A background in yoga and/or mindfulness.
- Experience working with youth.
- Excellent organizational and management skills, with ability to multi-task well.
- Excellent customer/partner relations skills.
- Excellent verbal and written communication skills.
- Proficient in Word and Excel.
- Self-starter with ability to work independently and as a member of a team.
- Opportunity to work from home, with periodic in person and/or video calls required.

**TO APPLY:** Send an email to [Hiring@niroga.org](mailto:Hiring@niroga.org) that includes a cover letter and resume.