

Program Manager

About Coro

Coro Southern California is a nonpartisan nonprofit organization focused on cultivating the next generation of diverse leaders through hands-on, collaborative, cross-sectoral learning. With substantive programs for youth, recent college graduates, and professionals, we cultivate emergent leaders at all stages of their lives and careers. Graduates come away from Coro with a deeper understanding of how the region works, the leadership skills to contribute to its success, and a network of engaged and influential alumni to help them reach their goals. Coro is a collaborative community with a shared belief that a single person, with the right knowledge, skills, and network, is what will make Southern California a better place for all who live and work here.

About the Team

Coro Southern California (CSC) is fueled by a diverse and dynamic full-time staff of ten who embody the organization's commitment to ethical and effective leadership. CSC team members center trust, joy, accountability, agility, and flexibility in their work. CSC thrives on a culture of self and situational awareness grounded in inquiry, feedback, and open communication. Work happens collaboratively across functions to deliver impact across the Southern California community.

About the Position

A vital member of the CSC team, the Program Manager collaborates with members of the Programs Team to manage administrative functions of a specific portfolio of programs, and supports cross-functional, organization-wide projects and initiatives in service of the organization's priorities and overall effectiveness.

Job Responsibilities

Program Management & Event Support

- Coordinate and manage operations for a portfolio of Coro programs, including but not limited to facility bookings, catering orders, and cohort communications.
 - For in-person meetings, events, and programs: serve as support staff in the training or event room, including set up/clean up, and materials distribution.
 - For virtual meetings, events, and programs: serve as tech support for trainers in virtual space including screen-sharing, break-out room coordination, and virtual materials distribution.
- Assist program facilitators in preparation and execution of cohort material preparation, including on-boarding documents, pre-program emails, and web tools; organize program files.
- Work closely with the Senior Operations Manager to track program expenses and invoices session by session and update final costs in respective budget sheets (per program facilitator).
- Serve as a liaison between Coro and on-site vendors.
- Work closely with Order and track program supplies in collaboration with the Senior Operations Manager.

- Plan and execute respective graduation ceremonies and receptions at the culmination programs.
- Provide logistical and administrative support on organization-wide events including, but not limited to, FPPA Selection Day, Women in Leadership Luncheon, Crystal Eagle Award Gala, and community networking events.

Data Management, Research, Evaluation

- Update and maintain contact database utilizing the Salesforce platform.
- Assist program staff with data analysis and development of program impact reports.
- Conduct research on emerging trends in the field of leadership development and in support of programs and special projects.
- Support special projects and prepare reports as directed.
- Support the cultivation and maintenance of strategic relationships with program partners, organizations, and individuals to expand Coro's training portfolio and impact.

Desired Qualifications

- Bachelor's Degree required
- Prior experience in office management and/or administrative support
- Strong verbal and written communication skills
- Strong project management skills with attention to detail
- Familiarity with technical tools such as G-Suite, Zoom, and Salesforce
- Comfortable with autonomy and directing own projects
- Flexibility to adapt to changing demands and priorities

The salary range for this position is \$65,000 - 75,000, commensurate with experience. The role offers benefits, including health, dental, vision, and 403b. This role is based in Los Angeles and offers a flexible hybrid work schedule.

Coro is an equal opportunity employer. We strongly encourage and seek applications from women and people of color, including bilingual and bicultural individuals, as well as members of the LGBTQ+ communities.

Apply

To apply, please send a resume and cover letter to Kaitlin Foe, Chief of Staff and Operations at jobs@corola.org with "Program Manager [Your Name]" in the subject line.