

Momentum Works Program Manager



ABOUT MOMENTUM

Research shows that when leadership reflects diversity of the community, businesses achieve better outcomes. Momentum has a 20-year, proven track record of advancing women in leadership through innovative, collaborative, and strategic professional development. Momentum provides intensive, curriculum-based programming at the early career, top-level manager, and senior executive levels to increase the pipeline of women prepared to solve the business, community, and political challenges in our state. As an established nonprofit organization, Momentum also provides mentor matching, equity and inclusion training, online webinars and in-person workshops at deeply reduced rates or as a free service.

We invite you to join us as we expand our efforts across generations, industries, and throughout the state of Alabama.

POSITION OVERVIEW

The Momentum Works Program Manager is a full-time contract position (40 hours per week) reporting to the Statewide Director of Programs. This position is responsible for the organization and execution of program and logistics details for Momentum Works.

Momentum Works sessions may be in the evenings during the week or on Saturday mornings. This role entails intensive scheduling, communication, preparation of materials, event setup/breakdown, and attention to the small details that ensure an excellent participant experience. Additionally, the role will be responsible for researching opportunities to expand this program in other municipalities, corporations and/or universities in the State of Alabama.

Candidates should have impeccable written and verbal communications skills, strong organization/attention to detail, interpersonal skills, and an excellent command of Microsoft Office. Some overnight travel outside of Birmingham may be required.

Experience in project management, event planning or similar program logistics role is strongly preferred. Must have reliable transportation and physical ability to load and unload rolling carts to transport program and special event materials.

RESPONSIBILITIES

Primary Responsibilities include coordination of:

- Enrollment – coordinate with organizations on selection process and corresponding with selected participants.
- Program Logistics – coordinate with organizations on meeting location, AV, speaker arrangements, prepare class materials, coordinate food & beverage, and execute set-up/breakdown.
- Communication – ensure timely communication with participants with content provided by Momentum.
- Participant Experience – put a creative and heartfelt touch on every aspect of the participant experience, from on-site sessions to communications in between classes.
- Research – exploring opportunities to expand this program within the State of Alabama.

QUALIFICATIONS

- Bachelor's degree or equivalent experience
- Three or more years of professional experience in a similar role, preferred
- Excellent written, verbal, and interpersonal skills
- Strong proficiency in Microsoft Office, especially Word, Excel, and PowerPoint
- Reliable transportation
- Experience in project management, event planning, graphic design, and basic database skills a plus
- Ability to travel with some travel being overnight

APPLY

Please send a cover letter and resume to HR@momentumleaders.org or mail to Momentum, 2821 2nd Avenue South Suite B-1, Birmingham, AL 35233 Attn: HR Director.