

# Hiring: Program Manager, Transition Programs

Hybrid

Part-time, 10 hours/week

\$20-25/hour

## Organization Overview

Inspired Threads is a 501(c)3 nonprofit in Hamilton, NJ dedicated to promoting employment equity and combatting fashion waste. We create one-of-a-kind, upcycled tote bags from fabric scraps from designers in NY and NJ, all created by artists with disabilities. We are dedicated to breaking down barriers to employment by creating an inclusive and accessible workplace for workers; our staff is 100% composed of women with disabilities. We offer educational and vocational programming for youth with disabilities to empower the next generation and encourage them to achieve their career dreams.

## Position Overview

We are hiring a Program Manager to manage our vocational programming. Our vocational programming takes place every Friday from October to June, excluding holidays; these typically occur at our studio in Hamilton but occasionally occur at the school districts. We work with transition programs, which are public school programs for Special Education students aged 18-21 focused on job readiness. We work with four different schools, each attending once a month for 1-3 hours. During these programs, we help students learn and practice a variety of job skills, with each month showcasing a new skill. We usually host guest presenters for this program from various organizations that share different professional skills.

Our vocational programming also includes our Career Development events, which occur every other month, in which successful professionals with disabilities come to the studio to meet with the students and share their stories. We will host 4 of these events in the 2024-2025 school year.

This is a new position and has the capacity to grow over time as our nonprofit grows. This is a grant-funded position.

## Responsibilities

- Communicate with schools for scheduling of weekly programming
- Work with guest presenters/facilitators to plan programs and write lesson plans
- Attend and facilitate weekly programming at our studio in Hamilton, NJ; occasional travel around Mercer or Middlesex County may be required
- Recruit and communicate with speakers for Career Development events
- Reserve conference rooms for programming and events

- Set up and break down space for programming and events
- Oversee staff and volunteers during vocational programs
- Collaborate regularly with our Executive Director
- Log expenditures for grant reporting
- Assist with other Inspired-Threads programs and events when needed

## Qualifications

### Required

- Experience working with people with intellectual disabilities
- Strong communicator who is able to collaborate well with others.
- Reliable and highly organized
- Excellent problem-solving skills; ability to think on your feet
- Comfortable with public speaking
- Strong leadership skills
- Belief in the capability of people with disabilities and in the rights of disabled workers
- Identify as having a disability (open to any disability type including physical disabilities, sensory disabilities, mental health disabilities, learning disabilities, intellectual/developmental disabilities, chronic illness including HIV/AIDS, etc)

### Preferred

- Experience managing volunteers
- Knowledge of employment inequality in the disabled community
- Experience in a Special Education or Vocational setting
- Experience writing lesson plans

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications as described in the job description. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. We encourage applications from multiple marginalized applicants including people of color and LGBTQ+ people.*

**To apply:** Please email [jeanene@inspired-threads.org](mailto:jeanene@inspired-threads.org) with your resume and cover letter. If you do not have a resume or cover letter, please explain why you're interested in this position and what experiences you will bring to the job.

*If you need an accommodation in order to complete this application, please email us or call us at 609-217-3383 and we would be more than happy to provide those accommodations.*