

Position: Program Manager

### **Organization Description**

Green Card Voices is a Minneapolis based, nationally growing non profit that connects immigrants and their communities through multimedia storytelling. We record the first person narratives of immigrants, and publish them in books, videos online and in traveling exhibits. Our programming is designed to empower educational institutions, community groups, and individuals alike to acquire first person perspectives about immigrants' lives, to foster empathy and build appreciation for the immigrant experience in America. So far we have recorded the stories of immigrants who are originally from over 120 countries and who now reside in Minnesota, New York, New Jersey, California, North Dakota, Georgia and Wisconsin.

Learn more and watch our videos at [www.greencardvoices.org](http://www.greencardvoices.org)

### **Position Overview**

Green Card Voices is seeking a part time Program Manager who will work closely with the Co-Leadership Team to assist the organization's fast-growing programming needs. The position will manage our unique book production process from start to finish, managing everything from coordination with immigrant storytellers to developing media kits and communicating with our national distributor. In addition to publishing, the Program Manager will coordinate live events programming, including moderating storyteller panels and storytelling discussion circles. Our ideal candidate will be comfortable with public speaking, a quick learner and able to maintain composure in high stress environments.

*Green Card Voices is an equal opportunity employer, and will consider any applicant regardless of their race/ethnicity/sexual orientation or gender expression. However, we wish to hire employees to our team who have a connection to our work. Our ideal candidate will have a passion for storytelling, a background in immigration related work and/or advocacy for underserved communities.*

**Salary: \$50k, PTO, 3% retirement fund match, \$300 monthly health stipend and complimentary parking included.**

Main responsibilities Include:

#### Publishing and Distribution

- Managing book production process from conception to production, publishing and promotion (including creating and monitoring timelines, drafting and editing content)
- Coordinating storytellers and communicating with partners to plan and oversee production of content
- Collaborating with GCV authors and community members, including working with university partners, for editing and publishing of collections
- Working closely with book distributor Ingram/Consortium to support overall publishing and distribution needs

- Building and maintaining relationships with bookstores, libraries, and schools to distribute/promote books and other products.

#### Programming

- Building and maintaining relationships with immigrant storytellers/authors in order to communicate, schedule and handle logistics for speaking events, book readings, and book promotion events
- Supervising logistics for conferences, traveling exhibits, presentations, diversity trainings, and external meetings
- Attending conferences and events to speak about GCV programming and represent the organization

#### Administrative

- Assisting in research efforts (including literature reviews, data analysis, internet searches, etc.) to support the organization's strategic planning
- Create and send monthly and special newsletters
- Preparing, updating and reviewing website content, press releases, and other written materials related to the organizations' PR and marketing
- Supervising Green Card Voices' Programs Intern(s)

#### Qualifications:

- University degree in a related subject (English, Creative Writing, Publishing, American Studies, Business, Anthropology, Geography, etc.)
- Masters preferred but not required
- Minimum 2 years of experience in Publishing or Non Profit Administration
- Excellent writing and communication skills and strong work ethic
- Knowledge Google Drive, Drop Box, Excel, and PowerPoint required
- Knowledge of Quickbooks and Shopify a plus
- Comfort and experience in public speaking
- Excellent organizational skills, ability to communicate effectively with program staff and potential partners
- Grant writing experience desired, but not required

#### Our Ideal Candidate will be..

- A strong multitasker with a flexible work style
- A proven manager/ leader
- Detail oriented
- A self starter with a proven ability to learn on the job - able to learn quickly and flourish under pressure
- Someone with knowledge of immigration and human rights issues
- Strong communication skills and an ability to respectfully interact with diverse groups of people
- Personable - likes communicating by phone / over email and making partnerships
- Self Assured and not afraid to tell others what to do - we need the person in this role to make sure we are meeting our own internal deadlines, someone who is practiced in asking for what we need, and able to hold others accountable.