The Bay Area Women’s Sports Initiative (BAWSI) is a nonprofit organization based in San Jose, CA. Founded in 2005 by women’s sports executive Marlene Bjorsrud along with Olympic and World Cup soccer champions Brandi Chastain and Julie Foudy, BAWSI mobilizes the women’s sports community to engage, inspire, and empower girls in under-resourced neighborhoods and children with disabilities.

The Program Manager will work on a team, oversee, and implement BAWSI Middle and High School programs within local Bay Area schools to support BAWSI’s leadership accelerator to help girls in middle and high school participate in and engage with sports, physical activity, leadership, and career-oriented activations. The Program Manager pays it forward by serving youth in our community, encouraging, and inspiring them to become physically active, self-confident, team members and leaders. The Program Manager will be relied upon for a variety of tasks from on-the-ground program planning and implementation with students and coaches at school sites, developing and applying BAWSI curriculum, incorporating research and thought leadership, and in convening events related to and in support of BAWSI.

Core Responsibilities

Middle School

- Assist in oversight and delivery of middle school leadership and physical activity program curriculum for approximately two participating Middle Schools in the East Side San Jose community.
- Schedule and support delivery of program components:
  - P.E. Clinics
  - Afterschool Clinics
  - School Sport Clinics
  - Sport Leadership Sessions
  - Awareness-raising and thought leadership events related to middle school programming
- Train supporting BAWSI coaches in relation to middle school clinics and events.
- Proactively maintain updated event calendar and prepare for weekly check-ins with program staff including BAWSI’s middle school coach(es).
- Proactively maintain positive, comprehensive relationships with middle school staff and related stakeholders and provide updates and timely communication.
- Support community partners delivering afterschool clinics.
- Be responsible for continued curriculum development, implementation, and maintenance.
- Assist in oversight of weekly attendance tracking, program assessment and measurement and semester/annual collation of data, analysis, and reporting.
- Provide program data to support grants, budgeting, and program planning.
- Maintain responsibility for detailed inventory, preparation, issuing and tracking of program equipment and supplies.
- Coordinate, plan, and manage College Field Trip(s).
- Coordinate, plan, and manage Career Field Trip(s).
- Develop related assets and collateral.
High School

- Schedule and conduct “listening tour” meetings in the East Side San Jose community in order to learn more about the girls’ needs and experiences in sport and physical activity, including systemic aspects of girls’ sports offerings (e.g., sports available, program offerings, etc.). Collect and assemble data and analyze to provide input for ongoing program decision-making.
- Proactively maintain updated event calendar and prepare for weekly check-ins with program staff including BAWSI staff and stakeholders implementing high school program.
- Assist in high school curriculum development for program prototype; potentially working with consultant(s).
- Cultivate and maintain positive relationships with high school staff and coaches.
- Review BAWSI youth participatory evaluation research findings and presentation(s), Listening Tour, and existing research on barriers to girls’ participation in sport to incorporate into program.
- Delivery of high school leadership and physical activity program curriculum for one participating high school in the East Side San Jose community, with pilot elements likely to begin in Spring 2024.
- Responsible for detailed inventory, preparation, issuing, and tracking of program equipment and supplies.
- Assist in oversight of weekly attendance tracking, program assessment and measurement, and semester/annual collation of data, analysis, and reporting.
- Provide program data to support grants, budgeting, and program planning.
- Plan and execute awareness-raising and thought leadership events related to high school programming.
- Develop related assets and collateral.

Marketing and Communications

- Middle school and high school content creation for social media platforms and grant proposals/reports and marketing collateral as needed.

Professional Development

- Attend all scheduled meetings including staff meetings, outside speakers, team building exercises, and professional and personal development.

Other

- Support BAWSI Girls and BAWSI Rollers programs as needed, including any other BAWSI events.

Required Qualifications

- At least 18 years of age and have US Citizenship or Permanent Resident status
- High School diploma or equivalent
- Commitment to BAWSI’s stated values of servant-leadership, authenticity, mindfulness, integrity, paying it forward, collaboration, enthusiasm, playfulness, and gratitude
- Experience leading youth in activity-based learning
- Enjoys working with youth
- Demonstrated organizational and communication skills (written and verbal)
- Demonstrated ability creating collaborative relationships with internal staff + external constituents
- Knowledge of computer and internet based programs (e.g., Google Workspace, Outlook) for use in communication and record-keeping
● Access to reliable transportation with ability to transport required equipment to school sites located in Santa Clara and San Mateo counties
● Successful TB test completion + background check and/or fingerprinting (as needed) upon hire
● Background in youth sports; gender equity; coaching; athletics administration and/or youth development
● Covid-19 vaccination
● Must clear a criminal history background check
● Ability to frequently balance, bend, grasp, kneel, reach, stand, sit, walk, run, play and write
● Must be able to occasionally lift and carry light to medium loads of 10-25 pounds

Preferred Qualifications

● Spanish fluency
● Bachelor’s degree from an accredited university
● Direct experience participating in women’s collegiate sports or similar / related endeavors

Miscellaneous

● BAWSI is committed to fair and equitable compensation practices, striving to provide employees with total compensation packages that are market competitive. For this role, the anticipated base pay range is $65,000 to $75,000 annually. The exact base pay offered will depend on various factors, including but not limited to candidate’s experience, qualifications, skills, and geography.
● Benefits include medical and dental insurance; simple IRA matching contribution up to 3% of salary; a strong PTO and holiday package.
● Please submit Resume, Cover Letter, and BAWSI Job Application to apply@bawsi.org.
● Please direct questions and requests to apply@bawsi.org.

BAWSI is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age, or sexual-orientation. BAWSI is committed to providing our staff and the children we serve with a safe work environment and supporting collective health. As such, BAWSI requires confidential proof of completed COVID-19 vaccination, including eligible booster(s) for all employees (with the exception of reasonable accommodations due to medical or religious beliefs). “Girls” refers to gender-expansive youth (cis girls, trans girls, non-binary youth, gender non-conforming youth, gender queer youth and any girl-identified youth).

Don’t check off every box in the requirements listed above? Please apply anyway! BAWSI is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to still consider submitting an application. You may be just the right candidate for this role or another one of our openings.

Job Posting – Feb 2024