



Full-time: Community Care Program Manager

About Sista Afya Community Care

Sista Afya Community Care provides free individual therapy, community care, and professional development to Black women and girls in the Chicagoland area. The mission of Sista Afya Community Care is to build sustainable mental wellness communities by providing affordable and culturally-centered community mental wellness care and education. To date, we've served over 1500 Black women in Chicago and throughout the U.S.

Position Summary:

Sista Afya Community Care is seeking a passionate and dedicated Full-time Community Care Program Manager to oversee and manage our community programs, events, and peer support program. The Community Care Program Manager will play a key role in ensuring the successful implementation of our Community Care program.

Responsibilities:

- Plan, organize, and facilitate workshops, groups, and wellness classes for Black women and girls to promote connection, learning, and support for their mental wellness.
- Collaborate with community partners and mental health professionals to develop engaging and culturally-centered content for the workshops and classes.
- Ensure the smooth operation of Community Care activities and maintain regular communication with participants and facilitators.
- Supervise the Heal TogetHER peer support program.
- Lead Community Care program event planning and organization.
- Correspond with participants about program information ahead of events.
- Coordinate set-up and breakdown of space for community events.
- Provide administrative support including data entry, filing, mass mailings, and taking and preparing meeting notes.
- Collect and evaluate data from participant feedback surveys.
- Manage volunteers and interns supporting Community Care program events.
- Be present for in-person and virtual events at scheduled times on weekdays, Saturdays, and evenings.



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Qualifications:

- Bachelor's degree in a relevant field (e.g., Nonprofit Management, Event Planning, Program Management, Human Services) or equivalent experience.
- Minimum of two years of experience in program management, event planning, or related roles within the nonprofit sector.
- Strong organizational and project management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders, including program participants, volunteers, and community partners.
- Experience in program evaluation and data collection preferred.
- Knowledge of mental health and wellness principles, as well as experience working with marginalized communities, is highly desirable.
- Proficiency in using event management software and tools.
- Proficiency in Microsoft Office Suite and Google Workspace Suite.
- Demonstrated commitment to equity, diversity, and inclusion.

Benefits of joining our team:

- Health, Dental, and Vision Insurance.
- Professional Development Stipend.
- 10 PTO Days, 5 sick days per year
- Create your flexible schedule to work and schedule program events.
- Workplace Retreats and Staff Appreciation Events.
- Option to use office space.
- Opportunity to work with and serve women of color

Location: 50 % Remote; 50% In-person - **Applicant Must reside in Chicago or the surrounding suburbs to be eligible for this position.**

Full-time Position: 30 - 32 hours per week | \$28- \$30/hour

Application instructions:

Please submit your resume, a cover letter, and three professional references to communitycare@sistaafya.com. At the bottom of your resume include 3 professional references with their name, position, email address, and phone number.



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In your cover letter, please address your experience and passion for mental wellness, program management, and event planning.

Applications will be accepted until November 8, 2024.

We will only contact candidates for interviews. No phone calls or follow-up emails, please. Please email cover letters and resumes to Camesha Jones-Brandon at: communitycare@sistaafya.com