

Position: Operations Program Manager

Location: 4162 Redwood Highway, San Rafael CA 94903

Type: Full-time, In-person

Salary: \$60,000 - \$70,000 per year

Reports to: Executive Director

About Postpartum Support Center (PPSC)

Postpartum Support Center is a registered 501(c)(3) nonprofit organization with a mission to provide a comprehensive support system and safe place to mothers/parents and families in need and to promote awareness and prevention of Perinatal Mental Health Disorders. We strive to provide support, education, and resources to ensure every family can thrive during the critical perinatal period. PPSC is dedicated to improving the health and well-being of mothers and families through targeted evidence-based programs and services that address maternal mental health.

- **Maternal Mental Health Peer Support Services:** support line, peer counseling, support groups
- **ROSE (Reach Out Stay Strong Essentials for moms of newborns):** a program that prepares pregnant women and birthing people for the postpartum period and teaches skills and tools to prevent postpartum depression
- **Marin Diaper Bank:** provides free diapers and other necessities to local children in need, as well as perinatal supplies to pregnant women and new mothers
- **Perinatal Support Classes:** Newborn Care, Birth Preferences, Labor Techniques, Essentials for Breastfeeding, Baby Feeding Circle, Potty Learning Support Groups, etc.
- **PPSC provides information, resources, referrals, self-screening mental health assessments, and advocacy.**

We are seeking an Operations Program Manager who combines outstanding leadership and networking skills with a dedicated passion for supporting perinatal families and children ages 0-5. This role is pivotal in leading the management and effective operation of our programs. The ideal candidate will possess an extensive understanding of maternal mental health issues, demonstrate strong organizational abilities to ensure our programs operate at full capacity, and effectively manage diverse stakeholder relationships. Additionally, the Operations Program Manager will assist with various duties around the center as needed, including receiving donations and aiding in distributions. This position is ideal for someone who values independence in their role and is driven to significantly impact the lives of numerous young families and children.

Key Responsibilities:

- **Program Management:** Oversee the day-to-day operations of all programs, ensuring they operate efficiently and meet organizational standards.
- **Capacity Management:** Monitor and manage program capacities, ensuring optimal participant engagement and resource allocation.

- **Participant Recruitment:** Develop and implement effective strategies for participant recruitment to maintain a steady inflow of clients.
- **Client Interviews:** Conduct interviews with potential clients to assess their needs and suitability for various programs.
- **Stakeholder Correspondence:** Manage regular correspondence with clients, community partners, and donors to foster strong relationships and support network.
- **Social Media and Communications:** Oversee and contribute to the organization's social media presence related to the programs, enhancing visibility and engagement.
- **Volunteer Coordination and Training:** Recruit, manage, and train volunteers and program facilitators to ensure they are well-prepared to meet the needs of our clients.
- **Fundraising:** Assist in fundraising efforts, helping to secure the financial resources necessary for program sustainability.
- **Administrative Duties:** Perform various administrative tasks as assigned by the Executive Director to support program objectives.
- **Event and Meetings Participation:** Represent the organization at events and community meetings, potentially during weekends, to promote programs and recruit participants.

Qualifications:

Education: Minimum bachelor's degree in Social Work, Psychology, Public Health, or a related field.

Language: English fluency, bilingual (Spanish) is preferred.

Experience: Proven experience in program management, particularly in social services, or a related nonprofit sector with outstanding customer service.

Training: Required to complete training in Maternal Mental Health, Mental Health First Aid, and Peer Support Orientation (training is paid).

Skills: Excellent organizational, communication, and interpersonal skills. Ability to manage multiple tasks efficiently and effectively.

Compensation & Benefits

This is a full-time, exempt position with benefits.

How to Apply: Please go to <https://www.postpartumsc.org/get-involved/careers> to submit your application. Qualified candidates will be scheduled for remote and in person interviews. Open until filled with the earliest start date of April 1, 2025.

We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, or disability status.