bernadette's house
empowering female leaders of tomorrow

VICE PRESIDENT
PROGRAMMING & IMPACT

Role	VP Programming & Impact	**Team**	Executive Board
Reports to	President, Executive Board & CEO	**Supervises**	Program Coordinator and Youth Counselors (Mentoring)

JOB SUMMARY

Term: 2 years (minimum 1-year commitment); renewable once for a total of 4 years, followed by a 1-year break
Time Commitment: ~10 hours per week

The VP of Programming & Impact will ensure that all programs at Bernadette's House are strategically aligned, mission-driven, and effectively executed. This role provides leadership and accountability for the development, implementation, and impact measurement of all youth-centered programming, with a focus on excellence, equity, and measurable outcomes.. This VP oversees all program design, development, evaluation, and improvement in partnership with Program Directors and Coordinators.

JOB RESPONSIBILITIES

- Provide leadership and oversight to three signature program areas: Brains & Beauty Summer Program, STEAM & Financial Literacy initiatives, and the Blossom Mentoring Program
- Supervise Program Directors and Coordinators, ensuring each program is well-organized, goal-oriented, and aligned with the mission
- Develop and maintain a consistent program calendar and planning framework across all programs
- Track program participation, engagement, and learning outcomes using shared metrics and evaluation tools
- Facilitate quarterly check-ins with program teams to review successes, identify challenges, and plan improvements
- Prepare and present quarterly reports on program activities and impact to the Board of Directors

Sample Tasks You Will Lead:

1. Work with the Program Director of Brains & Beauty to finalize the summer schedule and ensure facilitator contracts and supplies are secured by deadline
2. Coordinate a quarterly review meeting with all Program Directors and Coordinators to evaluate participation rates, outcomes, and needs
3. Approve proposed workshop topics and guest speakers to ensure they align with the age group and mission

4. Create a shared planning document or Google calendar for the program team to track sessions, registration, and prep timelines
5. Review survey feedback from parents and girls and propose improvements for upcoming cycles
6. Provide mentorship or coaching to a Program Director who is facing implementation challenges or high volunteer turnover in developing goals, schedules, and content
7. Ensure consistent evaluation methods and reporting systems are in place to track participant outcomes
8. Collaborate with Volunteer & Mentor Coordinator to ensure staffing support for programs
9. Present quarterly program updates to the board, including challenges, successes, and recommendations
10. Help facilitate partnerships that enhance curriculum or support program delivery

QUALIFICATIONS

- At least 3 years of experience in youth programming, nonprofit leadership, or educational administration
- Proven track record of leading, developing, or managing programs for children or teens (ideally ages 8–17)
- Strong leadership and communication skills; comfortable supervising teams and providing feedback
- Deep understanding of program planning, curriculum alignment, and outcomes-based evaluation
- Familiarity with trauma-informed, culturally responsive, and inclusive practices
- Ability to coordinate across multiple program areas while staying organized and focused on mission impact
- Comfort using tools like Google Workspace, Zoom, spreadsheets, and shared calendars

Preferred:

- Bachelor's degree (or higher) in Education, Nonprofit Management, Youth Development, Social Work, or a related field
- Experience presenting program reports to senior leadership or a Board of Directors
- Prior involvement in grant reporting, partnership development, or strategic planning

Personal Attributes:

- Passionate about empowering girls and creating safe, engaging, and growth-centered environments
- Collaborative mindset, with the ability to motivate others while maintaining accountability
- Commitment to Bernadette's House mission, with reliability and consistency in volunteer leadership

Ideal Skills/Experience:

- Youth development, education, or nonprofit program leadership
- Familiarity with culturally responsive and trauma-informed programming
- Experience managing teams or mentoring others