Title: Grant Street Neighborhood Center Program Manager  
Reports to: Director of Organizing  
Department: Organizing  
Status: Full-time, Non-Exempt

Who we are:  
PUSH Buffalo is a community-based non-profit located on Buffalo’s West Side. At PUSH we know that our current energy system is not designed for the sustainable, regenerative future we need in our neighborhoods, cities, regions, states, and country. It does not put people over corporate profit, efficiently or affordably balance peakloads, deploy massive renewable energy assets, rapidly divest from fossil fuel infrastructure, address the disproportionate marginalization of black, brown, and poor neighborhoods, localize energy use/wealth, create dignified jobs, or make energy a basic human right. But that can, and will have to, change in the coming years. At PUSH, we organize people and money to implement environmental justice at the structural level. At the same time, our New Economy Department works to develop and implement community-based solutions on the ground, practicing change and investing in our ability to scale resiliency.

About the position:  
The Grant Street Neighborhood Center Program Manager is responsible for the oversight and ongoing development of the Grant Street Neighborhood Center. They will oversee the implementation of core GSNC programming, work to expand and deepen the GSNC’s impact in the community, supervise and support GSNC staff and maintain connection to PUSH’s work, specifically our community organizing work. The GSNC Program Manager will also be responsible for maintaining and expanding connections with other community organizations to provide programming and other collaborations that fit the needs of GSNC participants. They will ensure the GSNC values of “safe, open and productive” are being practiced by all staff and participants in GSNC open hours and other programming.

Key Responsibilities:  

Program Development and Management:  
• The GSNC Program Manager will work in collaboration with the Director of Organizing and other PUSH staff to maintain, develop and implement programming within the Grant Street Neighborhood Center.  
• Work to develop and maintain partnerships with other community-based organizations to provide additional programs and services for GSNC members.  
• Working with GSNC members to identify community needs for programs and services and creating ways for GSNC members to meaningfully participate in the creation and implementation of said programs and services.  
• Budget tracking and administration work associated with the maintenance of current and emergent GSNC programming.  
• Current GSNC programming includes the Fashion and Design Program, Girl Talk and Guy Talk, West Side Studios and drumming. The GSNC Manager will be charged with maintaining and growing these programs, as well as developing and evolving programming to be culturally relevant and rooted in racial and gender justice.  
• Grant writing and reporting in collaboration and partnership with the Development Department and Executive Director.  
• Create a community care program to address the urgent and longer term needs of community members in collaboration with the Director of Organizing and other PUSH staff and partners.
Foster an intergenerational and multiracial space and programming within the GSNC and other PUSH members, staff and partners.

Co-create spaces and events for joy, resilience, dignity and celebration

Leadership Development:
- The GSNC Manager is responsible for the development of an intentional leadership development program within the Grant Street Neighborhood Center. This includes collaborating with the Youth Organizing Manager on the creation and implementation of the Street Team Academy and other youth centered community organizing workshops, trainings, programs and other events that build power for the Organization.
- The GSNC Manager will work with other GSNC staff, the Director of Organizing and Youth Organizing Manager to identify and steward the leadership of GSNC participants and youth members both within the GSNC and into PUSH’s community organizing campaigns, the Youth Action Team and Street Team.
- The GSNC Manager will work to develop a participatory budgeting process for meaningful GSNC member involvement in programming, services and other needs within the GSNC.
- The GSNC Manager will work to develop a GSNC Youth Council that will help shape the future of the GSNC, participate in restorative justice processes as needed, shape and carry out a Community Care program and be a youth advocacy arm within the GSNC.

Supervision:
- The GSNC Manager will supervise GSNC Staff and work to provide support, training and other resources for the team members.
- Weekly team meetings and one to one check in meetings with GSNC staff team.
- Ensure that all GSNC staff are completing monthly work plans, completing yearly goals for the GSNC and that all staff are informed on all PUSH policies and procedures.
- Ensure that the GSNC is a safe, open and productive space for all staff, members and partners.

Operations Management:
- The GSNC Manager will work directly with PUSH’s Finance and Maintenance teams to ensure that 271 Grant Street and its grounds are cared for. This includes, but is not limited to, reporting building needs, maintenance of building spaces and programming needs, etc.

Gender and Racial Justice:
- The Grant Street Neighborhood Center Program Manager will work with the Director of Organizing, Youth Organizing Manager and other PUSH staff to develop a youth centered and culturally appropriate gender and racial justice platform and praxis within the GSNC.
- Work with Campaign Organizers and other PUSH staff to create pathways for meaningful and powerful engagement with GSNC members on PUSH campaigns that are reciprocal and value emergence.
- Re-create the Girl and Guy Talk programs to be intentional spaces of organizing for gender and racial justice, political education, story-telling and mutual support that are rooted in the values, principles and practices of gender justice.
- Create a Community Care plan and program that centers community members lived experiences, self-determination and trauma informed care principles.

Administration:
- Ensure weekly or bi-weekly work plans and dashboards are complete; quarterly goals are being tracked and met; needs are supported; and strategic objectives are integrated into field assignments and overall youth organizing program.
- Grant, budget and other forms of reporting as necessary and laid out by the Director of Organizing and the Executive Leadership Team.
- Ensure that all GSNC staff are following and informed of all PUSH policies, procedures, meetings and trainings.
- Create and implement intake procedures for GSNC members and other forms of meaningful membership formation.
- Create and implement guidelines and expectations for GSNC staff and members.
Specific job responsibilities:
- Perform job duties in ways that will promote and uphold our organization’s mission.
- Uphold Push core values - Member Involvement, Inclusiveness, Ownership, Results Oriented, Relevant, Justice
- List specific tasks/responsibilities
- Other duties as required

Qualifications for Entry into this Position:
The ideal candidate will have experience in the field of youth organizing, program and project management and/or social work field, as well as have a commitment to upholding PUSH’s mission to mobilize residents to create strong neighborhoods with quality, affordable housing, expand local hiring opportunities and to advance economic justice in Buffalo.

Knowledge, skills, and abilities:
- 3+ prior experience managing staff and programs.
- Effective interpersonal skills and the ability to lead, motivate and inspire a team.
- Excellent written and verbal communications skills and the ability build consensus amongst a wide range of individuals.
- Comfort with presenting and engaging in public speaking events.
- Experience working with diverse constituencies, including the immigrant and refugee communities, youth and elders.
- Strong people-management skills, and experience managing teams preferred.
- Relentless commitment to meeting goals, deadlines and demonstrated ability to motivate others to do the same.
- Experience developing training programs.
- Strong commitment to social justice and equity solutions, including and especially racial, gender and climate justice.
- A self-starter, one who is motivated, able to work in a decentralized work environment with moderate supervision, and juggle multiple projects simultaneously.
- Excellent judgment, professionalism, and ability to work independently and take initiative;
- Strong problem-solving skills, including ability to respond quickly and effectively to unforeseen challenges.
- Effective listening, probing, and assessment skills.
- Proficiency with digital organizing tools including Salesforce and Microsoft Office.
- Willing and able to travel when necessary and work nonstandard hours, e.g., evenings and weekends.

Education and Qualifications
- Bachelor's Degree preferred
- Multilingual proficiency highly preferred
- CPR or first-aid training required
Physical Requirements
The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range and Benefits
Commensurate with experience

Join our team and build your career with us! We offer:
- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice
- Opportunities for professional growth and development
- PUSH pays for employee benefits package including health, dental, vision
- Generous paid time off package
- Flex Time
- Employee Assistance Plan

How to apply
Proposals will be accepted until the position is filled and will be considered on a rolling basis. Proposals should include a letter of application, resume, and contact information for two professional references. Proposals will only be accepted by email, and should be sent to:

Harper Bishop
Deputy Director of Movement Building
Harper@PushBuffalo.org

The letter of application will be a critical document for determining who will be interviewed for this position. The letter should summarize relevant experience and skills. The letter should also discuss why the candidate is enthusiastic to assume the responsibilities of this position.

PUSH is an equal opportunity employer.

PUSH recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

At PUSH, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. Our organization runs on the hard work and dedication of our passionate and creative employees.

PUSH’s dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at PUSH—it is the foundation of what we do. We are fully focused on equality and believe deeply in centering marginalized communities. All qualified applicants will receive consideration of employment without regard to race, religion, age, gender identity or expression, sexual orientation, religion, ethnicity, national origin, genetics or veteran status.