



Pennsylvania Women Work (PA Women Work) is a statewide 501(c)3 nonprofit workforce development organization headquartered in Pittsburgh, PA. Pennsylvania Women Work is dedicated to transforming the lives of Pennsylvanians through empowerment, employment and economic independence. PA Women Work's roots trace back to the 1970s, when a group of trailblazing women successfully advocated for congressionally appointed funding to support women's workforce development in response to rising divorce rates and female-headed households. Since then, our mission has remained steadfast: to empower women (and all people) with the skills and confidence needed to secure quality employment, advance in their careers, and achieve economic self-sufficiency.

The Director of Programs plays a pivotal leadership role in advancing our mission by overseeing the implementation, quality and continuous improvement of PA Women Work programs. Over the past five years, PA Women Work has evolved and shifted its programming to a coaching-based model, and has seen a significant increase in populations that need intensive services. This role will lead a dedicated, talented team of career coaches, along with several consultants, who are responsible for working with clients both 1-1 and in a classroom setting, to ensure the delivery of high-quality services that meet the evolving needs of our clients and the communities they serve. In addition, PA Women Work is preparing to launch a new strategic plan in 2027 that will shape the next five years, and will likely build out our operations and programming further, including new program offerings that will need up-to-date curriculum.

The Director of Programs is a key position aimed at helping us move forward into this next phase while maintaining quality support for those we serve. This role requires excellent in-service delivery, curriculum, facilitation and staff management, while partnering closely with the Director of Strategy and Operations on systems, data and employer alignment.

Duties and Responsibilities

Program Operations

- Manage a team of 8+ professionals who are career development coaches, facilitators, program managers, and other program team members who are responsible for the implementation and management of the entire organizational program portfolio.
- Provide the day-to-day operational oversight of all workforce development programs.
- Ensure programs are implemented effectively, consistently and in alignment with approved plans, funding requirements and organizational values.
- Oversee the daily work of career development coaches, ensuring high-quality service delivery and participant engagement.
- Continuously assess and refine program processes to improve efficiency, effectiveness, and participant satisfaction.

Curriculum Development & Facilitation

- Lead the development, refinement and maintenance of program curricula, workshops, and facilitation models.
- Regularly lead training and facilitation of small group classes both virtually and in-person, including New Choices, Career Kickstart, Empowerment in the Workplace and Communicating for Success

- Ensure curriculum reflects workforce development best practices, adult learning principles, trauma-informed approaches, and equity-centered design.
- Coach and support staff in facilitation techniques, classroom management and participant-centered instruction.
- Ensure program standards, learning objectives, and delivery expectations are met across all programs.
- Support classroom and workshop facilitation to ensure standards and objectives are being met.

Staff Leadership & Supervision

- Recruit, onboard, train, and evaluate program staff in alignment with organizational policies.
- Foster a collaborative, inclusive, and high-performing program team culture.

Program Budget Management

- Develop and manage program-level budgets in collaboration with the Director of Strategy and Operations and Executive Director.
- Monitor program-related expenses and identify issues or adjustments related to program delivery.
- Provide input on staffing, materials, and resource needs required for effective implementation.

Program Evaluation & Employer Engagement

- Partner with the Director of Strategy and Operations and relevant team members to use data and evaluation findings to improve program quality and outcomes.
- Support program staff in meeting data collection and documentation expectations established by the organization.
- Prepare and present regular program performance reports to stakeholders, funders, and organizational leadership.
- Ensure that programs comply with relevant regulations, standards, and funding requirements.
- Collaborate with employer engagement staff to ensure employer feedback informs curriculum and service delivery.

Approach

Inclusive leadership: You recognize the value of divergent perspectives and regularly include others in planning and decision-making. As the lead on client services, you will sometimes make difficult decisions in the best interest of the organization. When needed, you're able to weigh complex factors and communicate tough decisions with clarity and empathy.

High volume, high efficiency: We're pretty busy here, and your job is to make it easy for our team members to do their jobs. You maintain systems for keeping tasks from slipping through the cracks. You're able to juggle competing demands and prioritize without sacrificing quality. You get back to people in a timely manner and take pride in providing clear, helpful information.

Innovative Teacher & Learner: You have a passion for learning and you get energy from being in a teaching space. You enjoy creating inclusive learning environments that bring out participant strengths, are based on up-to-date adult learning techniques as well as best practices in the career development and leadership fields. You craft detailed, innovative curriculum for both in-person and online training.

Conductor: You can bring together a group with diverse abilities and perspectives to move in the same, consistent direction and ensure they complete needed tasks in a timely manner. You can tailor your management style to each individual to maximize their potential and ensure they feel heard and an important part of the team.

Competency/Qualifications

- Bachelor's degree in Social Work, Adult Learning, Counseling, or related field (or equivalent experience)
- Minimum of 7-10 years of experience in workforce development, nonprofit management, or a related field.
- Strong training and facilitation skills, with knowledge of approaches and methods in adult learning
- Experience developing workforce or leadership development curriculum in both digital, online and in-person settings
- Demonstrated leadership skills with a track record of managing successful, dynamic programs and teams.
- Experience with case management or professional coaching with diverse populations preferred
- Experience and broad exposure to fiscal management.
- Experience with managing programs funded by the federal and state governments.
- Demonstrated ability to build and foster relationships.
- Excellent communication and interpersonal skills.
- Ability to build relationships and work collaboratively with diverse stakeholders.
- Strong organizational skills and attention to detail, inquisitive, thorough, with the ability to manage multiple priorities effectively.
- Technology savvy with the ability to use and learn new software, including Google Suite, Word, Excel, PowerPoint, database programs and other cloud-based applications.
- Commitment to equity, diversity, and inclusion in all aspects of program development and implementation.

Salary & Benefits

Salary Range \$72,000-\$75,000, depending on experience.

Generous benefits package that includes work-from-home/flexible work environment.

To Apply

Send your resume and cover letter to jobs@pawomenwork.org. In your cover letter, please describe your experience leading and developing a team, designing and facilitating training or curriculum for adult learners, and overseeing workforce development programs. We are especially interested in understanding your hands-on experience with program implementation, performance management, and driving participant outcomes.

Application review will begin on March 9, 2026. We will conduct interviews on a rolling basis after that date.

Pennsylvania Women Work, an EEO employer, values a diverse, respectful, collaborative, and passion-driven work environment. PA Women Work seeks to recruit candidates for employment that represent our diverse community in race, gender, religion, sexual orientation, and ability. We are dedicated to uplifting diverse opinions and backgrounds in order to grow and evolve as a welcoming workplace for all. We believe that combining these values with hard work, high quality standards, and mission-driven leadership will help us achieve economic self-sufficiency, workplace equality, and a voice in policy for those we serve.