



Staff Position Announcement

Position: Program Manager

Type: Part-Time (20-25hrs per week), Remote

Location: National

Salary: \$35,000

Start Date: January 2025

About COLAGE

Founded in 1990 under the name "Just For Us," COLAGE (originally Children of Lesbians and Gays Everywhere) began with a group of six young people with lesbian and gay parents. The experience at their first meeting was revolutionary, and they wanted to share similar experiences with other COLAGERS. Today, COLAGE is the only national organization dedicated to the empowerment of people with LGBTQ+ parents and caregivers. For over 30 years, COLAGE has been building a hub of community and activism for and by children of queer parents.

Position Overview

The Program Manager is a member of the Program Department and will report to the Executive Director. Your primary responsibility will be to plan and successfully administer COLAGE's marquee annual event, [Family Week](#). This includes curriculum development, intern and volunteer staff recruitment and management, event logistics, and budgeting. During the times of year when your time can be spent elsewhere, you'll work with our board's Programming Committee to support our ongoing virtual events and programs.

Former facilitators of COLAGE programming at Family Week or Atlanta Family Weekend or attendees of Family Week are strongly encouraged to apply!

Most importantly, the Program Manager will be committed to [the values of our organization](#) and integrate well with our diverse team. It is much easier to write or say the right things than it is to do them. COLAGE is a small but mighty organization that is in the process of growing, but we want to do so sustainably and with staff that are ideologically aligned with our ethos.

What You'll Do

- Spearhead planning and administration of Family Week;
- Coordinate with organizational partners (primarily our co-host, Family Equality), vendors, sponsors, facilities, and other entities;
- Recruit and manage a team of four (4) interns and a volunteer staff of thirty to forty (30-40), proportional to the number of expected employees; and
- Manage relationships with the COLAGE board's Programming Committee and other working groups that will be assisting you during the planning process.

What We Need

- At least two (2) years of experience on COLAGE staff during Family Week or Atlanta Family Weekend or former Family Week attendee;
- The ability to travel to Provincetown, MA for up to two weeks during Family Week (scheduled for July 24th - August 3rd, 2025);
- Superb organizational, time management, and task delegation skills;
- Experience living in or working with LGBTQ+ families and young people;
- The ability to lift boxes, bins, and other items related to programming (at least twenty (20) pounds);
- Experience managing a multifaceted direct service program including facilitation, oversight of staff/volunteers, planning and budget management;
- Strong people skills, emotional intelligence, and an aptitude to work well with a close-knit team;
- The ability to work in front of a computer screen for a majority of your work day;
- Fluency in English;
- A U.S. citizen or permanent resident able to legally work in the U.S.; and
- Demonstrated interest in the mission and values of COLAGE.

What We'd Prefer

- Lived experience as a person with LGBTQ+ parents or caregivers;
- Experience with youth mentorship and leadership development; and
- Experience managing events with more than 100 attendees.

Our Benefits

- Flexible schedule and remote work;
- Unlimited paid time off (PTO) for vacation, personal, sick, and safe days;
- Twelve (12) weeks paid family leave; and
- A collaborative working environment where we live our values and make collective decisions (but actually).

The Process

To apply, please send your cover letter, resume, a recent sample (or two) of relevant work that you're proud of, and at least two professional references in a single PDF to hiring@colage.org. Please use the subject "COLAGE Program Manager" in your email so that it is properly sorted. Please submit your application by November 15th, 2024.

Our team is anticipating three interviews and a skills test during this process. An initial skills interview with our Executive Director, a second round interview with the Development Director and a member of our Youth Action Board regarding organizational culture, a short skills test, and a final round interview with members of our Executive Board. We do not want this interview process to be vague or overly burdensome as we understand how frustrating job hunting can be in our current economic system/climate and commit to transparent and timely communication with all applicants.

Finally, COLAGErs hold a unique place within the LGBTQ+ community, and COLAGE programming is entirely for us, by us. As a result, people with at least one LGBTQ+ parent or caregiver are strongly encouraged to apply.

COLAGE is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. COLAGE strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, arrest record, and any other characteristic protected by law.