

Job Title: Program and Operations Manager

Reports To: Executive Director

Employment Type: Part-time; Hybrid (remote & in-person); Evening hours required several nights per week

POSITION SUMMARY

The **Program and Operations Manager** plays a vital role in advancing The Marriage School's mission by ensuring our programs, events, and operations run smoothly and effectively. This person will oversee program logistics, manage budgets and grants, coordinate events, and handle key administrative details that support our team, volunteers, and participants.

The ideal candidate is both **mission-minded and detail-oriented**—someone who finds joy in creating structure that allows meaningful relationships and transformation to flourish. This role includes **evening hours** as most of our sessions for couples are held during weekday evenings.

KEY RESPONSIBILITIES

Program Management

- Coordinate and oversee the delivery of all Marriage School programs, including evening classes and workshops.
- Support facilitators and volunteers by providing materials, communication, technical and on-site assistance.
- Track program attendance, feedback, and outcomes to ensure quality and impact.
- Foster a welcoming, caring atmosphere for couples participating in programs.

Budget and Finance Oversight

- Develop and monitor program budgets in partnership with the Executive Director.
- Track expenses and ensure financial stewardship in alignment with our mission and donor intent.
- Prepare financial updates and reports for leadership and grant reporting.

Grant Management

- Maintain grant records, timelines, and reporting requirements.
- Gather program data, success stories, and metrics for funding proposals and reports.

- Assist in identifying new funding opportunities that align with our mission.

Event Coordination

- Plan and execute community events, workshops, and fundraising gatherings.
- Coordinate logistics such as venue setup, hospitality, volunteer scheduling, and communications.
- Provide on-site support for evening events to ensure a welcoming environment.

Administrative Support

- Maintain organized records, files, and participant databases.
- Support donor communications, board reporting, and internal documentation.
- Assist with general administrative tasks that strengthen the overall operations of the organization.

QUALIFICATIONS

- Administration skills with managerial experience
- Excellent organizational and multitasking skills with strong attention to detail.
- Strong written and verbal communication abilities, with warmth and professionalism.
- Proficiency with Microsoft Office, Google Workspace, and database management tools.
- Willingness to work flexible hours, including evenings, to support program delivery.

PREFERRED SKILLS

- Experience with grant writing, reporting.
- Event planning or volunteer coordination experience.
- Familiarity with marriage enrichment, relationship education, or faith-based programs.
- 3–5 years of experience in nonprofit programming, management, operations, or event planning.

OUR IDEAL CANDIDATE

You love seeing marriages thrive and believe in the power of community and grace. You bring structure and care to every detail, ensuring couples and volunteers feel supported. You balance heart and strategy, faith and professionalism—and you're ready to help us strengthen marriages, one evening at a time.

If you love making a tangible difference in couples' lives and enjoy turning big missions into smooth, effective operations, **we'd love for you to join our team.**

About The Marriage School



The Marriage School is a caring community that supports each husband and wife in their marriage covenant through life-changing programs made affordable for anyone. Our vision is to join God's redemptive work for families and the world by growing healthy, strong, loving marriages.

To apply, send your resume and cover letter to becca@themarriageschool.net