



## Company Overview

MOM Your Business is a diverse organization connecting female founders to resources and opportunities to help them “mom” (take care of their business). Our goal is to provide mentoring so that thriving and inspiring women entrepreneurs can form a solid foundation and become successful business owners through motivation and collaboration. Through our support, moms can successfully blend family business, and a bunch of other stuff.

### **Job Description: Program Manager**

Position title: Program Manager

Status: Part-time 25 hours per week (Remote Work)

Reports to CEO

No Direct Reports

### **Essential Position Duties:**

- Lead organize and monitor MYB proprietary strategic projects and interconnected programs.
- Schedule all MYB in-person and virtual conferences and meetings.
- Manage candidate tracking system i.e., f6s.com
- Cultivate and maintain working relationships within the business community.
- In collaboration with senior leadership, develop and implement innovative services for unmet needs and/or processes and provide guidance in solving complex problems that may affect services.
- Other duties as assigned to fulfill MYB’s mission.

### **Qualifications**

- Associates Degree in business or related area.
- Minimum 3 years in program management.
- Strong people management skills and ability to partner with multiple and diverse stakeholders.
- Exceptional communication skills required to present, discuss, and explain complex information.
- Team player with ability to multitask and meet deadlines.
- Excellent analytical and problem-solving skills.
- Proficient in all MS Office products.

### **EEO Statement**

Our company is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our employment decisions are based on individual qualifications, job requirements and business need without regard to race, color, marital status, sex, sexual orientation, gender identity and/or expression, age, religion, disability, citizenship status, national origin, pregnancy, veteran status and or any other legally protected characteristics.