

Are you passionate about empowering young leaders and supporting a mission-driven organization? The Girl Scouts of Southern Nevada is seeking a highly organized and communicative Manager of Product Programs to oversee the planning, coordination, and execution of our annual cookie and fall product programs.

This role collaborates closely with Finance and Program teams, maintains strong relationships with volunteers, and manages vendor interactions. As the Manager, you will lead training efforts for staff and volunteers, ensuring clarity, high participation, and readiness for program success. Exceptional attention to detail, engagement, and communication are essential to support both program outcomes and financial goals.

What You'll Do:

- Coordinate and execute all aspects of annual product programs, including planning, forecasting, logistics, and reporting.
- Work closely with Finance to ensure accurate budgeting, forecasting, reconciliation, and financial accountability.
- Partner with Program teams to align product program execution with girl experience and program goals.
- Design, plan, and deliver comprehensive annual training for staff and volunteers leading up to both the Fall Product Program and Cookie Program.
- Drive training engagement by ensuring content is clear, accessible, and well-attended, utilizing multiple delivery methods (in-person, virtual, recorded).
- Build, maintain, and actively manage strong relationships with lead volunteers, ensuring clear communication, high engagement, and timely support.
- Serve as the primary liaison with vendor account representatives, ensuring effective communication, issue resolution, and alignment on program needs.
- Monitor inventory levels, distribution, and fulfillment processes with a high level of attention to detail.

What We're Looking For:

- Bachelor's degree or equivalent experience.
- 3–5 years of experience in program coordination, operations, training, or related field.
- Experience designing and delivering training programs with strong engagement outcomes.
- Experience working cross-functionally, particularly with Finance and Program teams with strong organizational and communication skills.
- Experience working with CRM programs to monitor and manage data to include experience with data analytics.

Additional Requirements:

- First Aid/CPR/AED certification (training provided)
- Girl Scouts membership required upon hire.

Scan the QR code below
to submit your resume
for consideration.

