

## COMMONWEAL

### **Humane Prison Hospice Project (HPHP) Program Manager, Operations**

**Title:**

Program Manager - Operations, HPHP

**Organization:**

Humane Prison Hospice Project (HPHP), a Commonweal program

**Main Job Location:**

Remote position with travel as needed. Commonweal is headquartered in Bolinas, California.

**Compensation:**

\$80,000–\$85,000 annually

**Hours:**

Approximately 40 hours per week (100% FTE)

**Categorization:**

Regular, Salaried, Exempt (Administrative)

**Supervisor:**

HPHP Program Director, Laura Musselman

**Preparation Date:**

May 27, 2026

**Position Overview:**

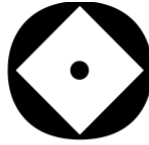
The Program Manager, Operations plays a strategic operational leadership role in managing and strengthening Humane’s multi-site programming infrastructure across California and emerging initiatives. Operating with substantial independence and discretion, this role is responsible for the management, implementation, and execution of operational systems, facilitator deployment, curriculum operations, training logistics, and cross-site program delivery.

Working closely with the Executive Director and Program Team, the Program Manager, Operations establishes operational priorities, develops and improves systems and workflows, manages implementation across multiple sites, and ensures that programs are delivered consistently, effectively, and in alignment with Humane’s mission, values, and organizational goals.

**Key Responsibilities:**

**Facilitator Management & Program Delivery**

- Lead facilitator operations across training sites, including scheduling, assignments, onboarding, communication, and deployment planning.
- Manage facilitator recruitment and selection processes in collaboration with the Program Team for new training sites and emerging initiatives.
- Maintain systems to track facilitator participation, engagement, and operational readiness across programs.
- Ensure facilitators have the schedules, materials, information, and logistical resources necessary for effective program delivery.



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- Manage facilitator communication, implementation expectations, and operational accountability across program sites.
- Participate in facilitator meetings, implementation planning discussions, and program debrief processes.
- Help maintain consistent program delivery standards and operational alignment across training locations.

### **Curriculum Operations & Training Management**

- Oversee operational management of Humane's training curriculum across program sites.
- Manage curriculum revisions, formatting, printing, distribution, and version control in collaboration with program leadership and facilitators.
- Lead rollout of curriculum updates and revised training materials across training environments.
- Manage operational planning for pilot programs, new initiatives, and training expansions.
- Ensure consistency in curriculum delivery and implementation across facilitators, sites, and program models.

### **Internal Operations & Organizational Management**

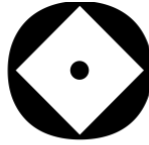
- Lead operational communication processes across the Program Team to support alignment, accountability, and timely execution of organizational priorities.
- Manage organizational systems, operational tracking tools, program documentation, and shared resources.
- Track operational priorities, implementation progress, deadlines, and organizational deliverables across initiatives.
- Participate in organizational planning efforts related to program growth, operational strategy, and infrastructure development.
- Manage organizational initiatives, partnerships, meetings, and special projects from planning through execution.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

### **Qualifications & Background**

- Strong organizational and operational management skills, with the ability to manage multiple priorities and timelines simultaneously.
- Demonstrated ability to work independently, exercise sound judgment, and manage complex program operations in a fast-paced environment.
- Excellent written, verbal, and interpersonal communication skills.
- Experience managing logistics, trainings, volunteer coordination, or multi-site programming initiatives.
- Strong problem-solving, systems-thinking, and relationship-building abilities.
- Proficiency with Google Workspace, Microsoft Office 365, and collaborative project management tools.
- Comfort working in emotionally complex environments and engaging with topics related to aging, serious illness, grief, trauma, and incarceration.
- Understanding of systemic inequities affecting marginalized communities.
- Experience in correctional programming, hospice/palliative care, community health, nonprofit operations, or related fields preferred.



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- System-impacted individuals are strongly encouraged to apply.

### **Physical Demands**

All physical requirements for general office work apply to this position. Some travel may be required for trainings, meetings, or partner engagement.

### **Flexibility**

This job description is intended to convey essential information about the scope of the position and is not exhaustive. Duties, responsibilities, and activities may change or be supplemented at the discretion of Humane Prison Hospice Project and Commonweal.

### **Work Environment**

This position is primarily remote, with regular travel to correctional facilities and occasional in-person meetings, trainings, retreats, and organizational gatherings. Humane provides reimbursement for approved work-related technology, phone, internet, and travel expenses in accordance with organizational policies. Evening and weekend work may occasionally be required based on training schedules and program needs.

Humane's work is collaborative, mission-driven, and grounded in dignity, compassion, and relationship-centered care. The role requires comfort working in emotionally complex environments and engaging thoughtfully with people impacted by incarceration, illness, grief, aging, and systemic inequities.

**Benefits** (Eligibility depends on classification and regularly scheduled number of hours per week)

#### **Available to all staff:**

- **Sick & Self-Funded 403(b) Retirement Plan**

#### **Available to regular staff (not Temporary or Limited Term):**

- **Holidays & Vacation**

#### **Available to regular staff (not Temporary or Limited Term) at 50% FTE:**

- **Employer-Funded 403(b) Retirement Plan starts Jan 1 or Jul 1 after working 1,000 hours in 12 months**

#### **Available to regular staff (not Temporary or Limited Term) at 75% FTE:**

- **Health, Dental, Vision, Life, & Long-Term Disability Insurance (Employer contribution up to \$1,648.75 per month / \$19,785 annually for 2026)**
- **Flexible Spending Plan**

### **Equal Opportunity Statement**

Commonweal is an Equal Opportunity Employer and deeply committed to diversity, equity, justice, and inclusion as an organization and as an essential part of our mission. We value a diverse team, and we strongly encourage candidates from historically marginalized or underrepresented groups to apply.