



## **Position Announcement**

### **Program Director for Conservation Corps**

Heart of Oregon Corps is a large regional non-profit with a budget of approximately \$3M, that operates 6 youth training programs and hires over 300 local youth each year. Our organizational staff team is fully committed to Heart of Oregon Corps' mission and creating pathways out of poverty for youth in our community.

At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve their community. In Heart of Oregon's conservation corps programs, Opportunity Youth learn employability and leadership skills while protecting and improving area public lands. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

#### **SUMMARY:**

Heart of Oregon Corps is hiring a qualified Program Director with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people. We're looking for a dynamic and experienced person who can direct and implement strategic programming to ensure corpsmember and conservation project successes.

#### **POSITION, PROGRAM, and ORGANIZATION INFO:**

This Program Director position is primarily based out of our Bend, Oregon office with regularly scheduled time also spent at our satellite office in Prineville, Oregon.

The Program Director position is a multidimensional role that collaboratively works towards organizational goals while modeling our values and promoting growth and a team environment. In this role supportive leadership is critical to success. The Program Director is responsible for the supervision of up to eight staff members (one Project Coordinator, one Program Coordinator, and four to six Crew Leaders) and two full-time AmeriCorps members. This role requires the ability to disseminate information, ensure staff and member safety, and delegate tasks appropriately. In addition, youth development expertise is necessary to fully support, empower and inspire our youth members and create a positive program culture. This role jointly works to enroll over 70 youth from our communities each year.

The program overseen is funded by a large federal AmeriCorps grant and income generated through our environmental conservation projects. As such, oversight of federal grant and project compliance, data capture, grant reporting, and ensuring successful grant outcomes are vital to being effective in this role. We work with numerous agencies throughout Central Oregon and cultivating our public lands, education, and social service partnerships is an important part of this role. Strong communication skills, relationship building, and networking will yield the best results with partnership interactions. Our projects take place throughout the Central Oregon region on public and private lands, year-round, with some spike trips occurring in the spring through fall. This requires occasional field visits for project oversight, youth support, and partnership development.

Starting salary for the position is \$47,500. This is a full-time, year-round, salaried (exempt) staff position, with employee health, dental and vision benefits paid 100% by the employer, 9 paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year, with leave benefits increasing after 2 years of service. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

**QUALIFICATIONS:**

The ideal candidate will have at least 5 years of demonstrated experience in non-profit program management or closely related experience, including supervisory and programming responsibilities. A Bachelor's Degree (or directly related demonstrated equivalent experience) is required. A combination of the following other qualifications is preferred: Master's Degree in related field, one year or more of experience coordinating an AmeriCorps grant-funded program, one year or more of experience with natural resources conservation-related projects, bilingual (Spanish) skills. A good sense fun and humor is also welcomed and desired! A strong commitment to respecting the ideas and intelligence of young people and ability to relate to and support a multiracial and multicultural group of people is critical.

**PROCESS:**

If you are interested please submit the following to Human Resources:

-A HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)

-A Cover Letter (in the body of an email is ok)

-A Resume

Send to:

Heart of Oregon Corps, PO Box 279, Bend OR 97709

-or-

Email via Craigslist "reply" button, or [hr\(at\)heartoforegon.org](mailto:hr@heartoforegon.org)

-or-

541-526-1314 (FAX)

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. Valid driving license and good driving record required, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply!

Our goal starting period is mid-February, **please submit application packages by Monday, January 15<sup>th</sup>, 5pm, for full consideration.**

All applicants will be contacted by phone or email regarding your application results by the end of the process. Thank you for your interest and good luck!

*Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting [hr@heartoforegon.org](mailto:hr@heartoforegon.org). As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.*