



Position Announcement Program Manager

for Youth Conservation Corps summer programming

SUMMARY:

Heart of Oregon Corps is hiring a qualified Program Manager with professionalism, talent, and motivation to empower positive change in the lives of young people. We're looking for a dedicated and resourceful person with a passion for youth, the outdoors, and partnership-based collaboration. The year-round salaried position will manage partnership-based summer youth conservation corps programs that serve diverse youth—including Latino, Native American, and other minority youth, and youth who experience disabilities. Applicants who represent these groups are encouraged to apply.

ORGANIZATION INFORMATION:

At Heart of Oregon Corps (HOC), 16-24 year-old local young people facing significant barriers to success are given the opportunity to improve their lives through job skills training and alternative education. Across Heart of Oregon's six programs, over 300 youth a year learn employability and leadership skills while working on projects that improve their own communities. We train tomorrow's workforce today. Learn more at www.heartoforegon.org.

Heart of Oregon Corps has four office locations throughout Central Oregon; this position is based in our office in beautiful Prineville, Oregon (with 1-2 days a week scheduled in Bend). Our non-profit team of 23 full-time and 20 part-time staff is fully committed to HOC's mission and creating pathways out of poverty for youth in our community. Our organizational values are Integrity, Responsibility, Learning, and Community.

POSITION INFORMATION:

The Program Manager oversees two summer programs: the "Central Oregon Youth Conservation Corps" for 16-18 year old local teens (a non-residential program) and 3 to 6 one-week-long overnight camp sessions of "Camp Lead" for youth across the state who experience disabilities. Primary responsibilities fall in four major areas:

Partnership Development and Leadership

- Manage and develop established partnerships with the US Deschutes and Ochoco National Forests and Vocational Rehabilitation's "Youth Transition Programs" at high schools. Leverage closely integrated partner roles to meet objectives with available resources.
- Coordinate and enhance youth referral partnerships to ensure full youth enrollment with an emphasis on diversity, inclusion, and engaging economically disadvantaged youth.
- Lead Heart of Oregon Corps' regional collective-impact efforts to enhance natural resources career pathways for the emerging workforce.
- Help implement the three-year *Data Driven Impact* initiative, led by HOC's Data Coordinator.
- Recruit and train needed interns, and/or volunteers to accomplish objectives.

- Serve as an ambassador for HOC through attendance, participation, and presentations at community and partner events and through branding and promotional activities.

Program Management and Youth Development

- Manage, innovate, adapt and implement program design and budget to meet HOC, program, diversity, partnership, and budget objectives.
- Conduct youth outreach, recruitment and hiring activities to meet enrollment and diversity goals. Involve and leverage partner relationships to reach and onboard youth.
- Coordinate and implement program activities (including but not limited to youth and parent orientation, training and curriculum activities, transportation, program celebrations, etc).
- Manage and resolve youth disciplinary or grievance issues that elevate from the field.
- Ensure program design and curriculum is culturally competent and incorporates best practices in youth development and workforce development.
- Coordinate the procurement, maintenance, and inventory of program supplies and materials.
- Ensure other partner and HOC staff plan and implement an effective schedule of natural resources field projects that align with the program design and youth abilities.
- Maintain and update (or create, as needed) appropriate policy and procedure manuals for programs. Cross train HOC and partner staff to ensure program continuity.

Staff Supervision, Training, and Support

- Recruit and hire field-based Crew Leaders (17 summer seasonal staff) and Camp Counselors (4-7 summer seasonal staff) with the support of HOC's HR Coordinator.
- Train, schedule, and supervise Crew Leaders and Camp Counselors, leveraging partner staff resources. This includes an orientation and field-based coaching as needed.
- Conduct field site visits to programs (including occasional overnight visits) to ensure effective programming. Temporarily cover for field staff during emergencies or unexpected turn-over.
- Support field-based decision making and ensure field staff adherence to HOC and partner policies and procedures, including safety and risk management.
- Support staff in delivering culturally competent and inclusive programming.
- Conduct staff evaluations and create opportunities for field staff input into program design.

Grant Writing, Data Management, and Reporting

- Write quality program grant applications and reports, under the project management of the Development and Communications Director.
- Collect, manage, and retain data and source documentation including participant data, timesheets, project logs, financial reports, fleet and safety information, surveys, etc.
- Utilize data to inform program design improvements and decisions
- Steward relationships with funders, hosting funder site visits and developing PR materials
- Manage and track grant and project partner agreement budgets

QUALIFICATIONS and QUALITIES:

The ideal candidate will have a minimum of 3 years or more of demonstrated professional experience and a track record of success in related programming and youth development roles. A Bachelor's Degree is required (or *additional* directly related demonstrated equivalent experience). A combination of the following other qualifications/experiences is highly *preferred*:

- Youth case management, behavior management, and/or leadership development experience
- Disability-related inclusion, accommodation, and training experience
- Bilingual Spanish fluency and/or Latino or Native American cultural competency experience
- Front-country support for field-based logistics, safety, and operations
- Grant writing, data, compliance, and reporting experience
- Partnership development and management experience
- Master's degree in related field

In addition, a successful Program Manager candidate will be able to:

- balance multiple types of projects and meet deadlines through partnership-based work
- get out of the office and build partner and youth relationships
- possess a good sense of fun, creativity, and humor!
- thrive in a multicultural, multiracial environment
- bring a love and passion for the outdoors. Natural resources field *technical* skills (such as chainsaw operation or trail building skills) are *not* required, but a general understanding of and ability to support field and camping-based operations and staff is essential.

SALARY AND BENEFITS:

Salary starts at \$38,000-\$40,000. This is a full-time, year-round, salaried (exempt) staff position. It includes 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.

PROCESS:

If you are interested and qualified, we are interested in hearing from you! Please submit the following to: [hr\(at\)heartoforegon.org](mailto:hr(at)heartoforegon.org) or PO Box 279, Bend OR 97709 or 541-306-3703 (fax)

- HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)
- Cover Letter (stand-alone or in the body of an email)
- Resume

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 insurable driving record required for occasional business driving, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Submit application packages by November 25th, 2018 for full consideration.

Applicants will receive a confirmation of receipt and interviews will begin the week of December 3rd. Our goal is to start the position by December 17th or just after the winter holidays (no later than Jan. 7th). All applicants will be contacted regarding the results by the end of the process. We strive to respect the time and effort required to apply and provide updates and information along the way.

Online questions are welcomed and can be directed to hr@heartoforegon.org. 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.