



Position Announcement **Program Director**

for Youth Conservation Corps programming

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, resourceful, and experienced person who can lead teams and direct strategic programming to ensure youth and conservation project successes. This year-round salaried position will direct multiple partnership-based youth corps programs, and serve on the organization's Staff Leadership Team.

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 our six programs, over 300 youth a year learn employability and leadership skills while working on projects that improve their own communities. Our partnership-based youth conservation corps programs serve diverse youth—including Latino, Native American, and other minority youth, and youth who experience disabilities. 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 out of our Bend, Oregon office (with 1-2 days a week scheduled in Prineville, OR). 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 Director directs four programs and an overall team of 9 year-round and 20 seasonal staff. The two year-round and two summer programs hire and train 200 youth annually. In all of these programs, youth complete paid, hands-on job skills training partner projects in natural resources conservation. The programs overseen are funded by a large federal AmeriCorps grant, state and private grants, and income generated through our projects from federal and local public lands partners. As such, oversight of federal grant and project compliance, data capture, grant reporting, fiscal management, and ensuring successful grant outcomes are vital to being effective in this role. Simultaneously, youth development expertise and passion is necessary to fully support, empower and inspire our youth members and create a positive, fun, and structured program culture. Primary responsibilities fall in four major areas:

Partnership Development and Leadership

- Manage and develop partnerships, both established and new. Leverage closely integrated partner roles to meet objectives with available resources, especially in the areas of youth enrollment and fee-for-service conservation projects.
- Recruit and train needed full-time AmeriCorps members, interns, and/or volunteers to accomplish objectives and expand capacity.
- Research and write policies and procedures; increase capacity through innovation of department systems. Cross train HOC and partner staff to ensure program continuity.
- Serve on the Staff Leadership Team, participating in strategic planning, budgeting, and decision making; serve as a primary HOC ambassador.

Program Direction and Youth Development

- Direct, innovate, adapt and implement program design, work projects, and budget to meet HOC, program, diversity, partnership, and budget objectives.
- Ensure program teams conduct youth outreach and recruitment activities to meet enrollment and diversity goals. Involve and leverage partner relationships to reach and onboard youth.
- Coordinate and implement program activities (such as orientations, job skills projects, career activities, transportation, celebrations, etc).
- Direct 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.

Staff Supervision, Training, and Support

- Hire, supervise, and support nine staff members (one Project Coordinator, one Program Coordinator, four to six year-round Crew Leaders, and one Summer Program Manager [who supervises 20 summer seasonal staff]) with the assistance of HOC's HR Coordinator.
- Provide staff orientations, program meetings, and on-going trainings, leveraging partner staff resources. This includes office and field-based coaching or improvement plans as needed.
- Conduct field site visits to programs (including occasional overnight visits) to ensure effective programming. Temporarily cover for field staff during emergencies.
- Support informed decision making and ensure staff adherence to HOC and partner policies and procedures, including safety and risk management.
- Support and train staff in delivering culturally competent and inclusive programming.
- Conduct staff evaluations and create opportunities for field staff input into program design.

Grant, Agreement, and Contract Compliance, Management, and Reporting

- Ensure compliance with grant, agreement, and contract regulations, terms, and conditions, with an emphasis on management and compliance for a large federal AmeriCorps grant.
- Maintain grant and organizational documentation, data, and files. Utilize data to inform program design improvements and decisions and meet grant performance measurements.
- Write quality program grant applications and reports, under the project management of the Development and Communications Director.
- Steward relationships with funders, hosting funder site visits and contributing to PR materials
- Manage and track grant and project partner agreement bids, budgets, and fiscal reports, under the project management of the Finance Director.

QUALIFICATIONS and QUALITIES:

The Program Director position is a multidimensional role, collaboratively working towards organizational goals while modeling our values and promoting growth and a team environment. Mission-based leadership is critical to success. This fast-paced leadership role requires the ability to lead and supervise, grow partnerships, ensure staff and youth cohesion, and delegate tasks effectively.

The ideal candidate will have a minimum of 5 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 youth leadership experience
- Disability-related inclusion, accommodation, and training experience
- Bilingual Spanish fluency and/or Latino or Native American cultural competency experience
- Federal grant writing, data collection, compliance, policy, and reporting experience
- Partnership development experience
- Staff supervision and team management experience
- Departmental-level budget development and fiscal management experience
- Knowledge base to provide front-country support and management for back-country field-based logistics, safety, and operations
- Master's degree in related field

In addition, a successful Program Director 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) are *not* required, but a general understanding of and ability to support field operations and staff is needed.

SALARY AND BENEFITS:

Salary starts at \$50,000. 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)

1. HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)
2. Cover Letter (stand-alone or in the body of an email)
3. 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 Monday, September 16th for full consideration.

Applicants will receive a confirmation of receipt and interviews will begin in mid-to-late September. Our goal is for our new Program Director to start the position by mid-to-late October.

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@hearttoforegon.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@hearttoforegon.org (TTY 711). 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.