

Rejection email sent/4/18



## Position Announcement: Program Director

Heart of Oregon Corps is hiring for 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 project successes.

### WHO WE ARE:

Heart of Oregon Corps is a non-profit that operates six youth training programs across Central Oregon. In our YouthBuild program, 16-24-year-old local young people with barriers to success improve their own lives while gaining construction skills while building affordable housing or gaining skills and work experience in child and youth development, all while completing their GED/high school diploma. Heart of Oregon is a licensed contractor (CCB #188805) and we have built over 30 homes in Central Oregon since 2009. Our organizational values are Integrity, Responsibility, Learning, and Community. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

### POSITION AND ORGANIZATION INFO:

The multidimensional Program Director position engages a wide variety of skill sets including leadership, planning and logistics, youth development expertise, supervision and team management, program budget management, and partnership coordination with education, construction, child and youth development, and workforce partners. This position oversees federal grant compliance, grant reporting, and ensures successful outcomes for grants. The Program Director will develop strategies for program sustainability while creating and sustaining community partnerships to strengthen programming.

The position will be responsible to:

- Lead the direct implementation and operations of HOC's YouthBuild program, fostering a supportive culture of positive youth development, and prioritizing effective programming tied to successful corpsmember outcomes.
- Hire, train, supervise, and evaluate YouthBuild staff, ensuring their adherence to HOC policies and procedures and YouthBuild requirements. Delegate leadership of tasks to staff as appropriate to ensure corpsmember, program, and grant success.
- Under the guidance of the Deputy Director, ensure grant compliance including implementing policies and procedures, file and electronic grant documentation, case files, partnership agreements, and reporting.
- Cultivate and strengthen partnerships, creating Memorandum of Understanding or contractual agreements. Implement partnership strategies outlined in grant agreements and contracts.
- Manage program budgets and analyze program financial reports. Direct staff in procuring program supplies and goods.

- Develop long-range sustainability and programming strategies with the HOC Leadership Team to meet HOC's mission and strategic plan. Periodically write or assist with grant applications.
- Prioritize tasks and closely coordinate work with the Deputy Director and staff team while meeting or exceeding deadlines for numerous projects.
- Supervise disciplinary actions involving corpsmembers. Address and resolve disciplinary disputes as they arise. Prioritize safety and security for both corpsmembers and staff.
- Help young people in our community succeed in an innovative training program, to reorient their lives, nurture their leadership skills and enable them to make a difference in their community.
- Supervise and support AmeriCorps members and/or volunteers in related roles in accordance with HOC's and AmeriCorps' policies and procedures when applicable.

This position is supervised by the Deputy Director, is a member of the Program Leadership Team, and supervises the YouthBuild staff team and Thrift Store staff team in Madras. The Program Headquarters is just outside of Sisters, OR, with time spent at our Training Center located in Redmond, OR, and will require field visits to our work experience sites located throughout Central Oregon. The program enrolls over 40 youth AmeriCorps members a year. The program is funded by a large federal YouthBuild Department of Labor grant, AmeriCorps grant and smaller state and local grants. Heart of Oregon Corps is a large regional non-profit with a budget of approximately \$4M, that operates 6 youth training programs and hires 250 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.

#### **QUALIFICATIONS:**

The ideal candidate will have 3-5 years or more 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 a Dept. of Labor Employment and Training Administration or AmeriCorps grant-funded program, one year or more of experience with service learning-related projects, Bilingual (Spanish) skills. A good sense of 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.

Physical Requirements: light duty work in an office setting. Some walking, standing, stooping and occasionally carrying/lifting of items under 25 pounds.

#### **BENEFITS:**

Salary is \$68,468-\$72,000 starting, with upper range reserved for highly experienced candidates. Future salary range and performance increases are considered annually at fiscal year.

This is a full-time, year-round, salaried (exempt) staff position, with employee health insurance, dental and vision benefits paid 100% by the employer (a value of about \$6,000 per year). Time off is generous, with 12 paid holidays (which includes days while the offices are closed over the winter holidays), **plus** 80 hours paid vacation **and** 40 hours paid sick time/year. Vacation leave benefits increase after 1 year of service! HOC's values-driven culture includes periodic all-team meetings and

retreats, and annual mission-focused community service and youth celebration events. See <http://hearttoforegon.org/who-we-are/careers.html> for a full benefits summary.

**APPLICATION PROCESS:**

If you are interested, please submit the following:

- A HOC Employment Application
- A Cover Letter (in an email is ok)
- A Resume

Send to: [HR@hearttoforegon.org](mailto:HR@hearttoforegon.org) or PO Box 279, Bend OR 97709

**As long as this position is posted, we are accepting applications.**

Applications will be accepted by close of business day on May 1st, 2024. Interviews will take place the second week of May, with a goal of our top candidate starting in late May or early June. All applicants will be contacted regarding your application results by the end of the process. We strive to respect the time and effort required to apply.

Final candidates will need to complete additional paperwork, provide references, and complete a post-offer background check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Thank you for your interest!

*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](mailto:hr@hearttoforegon.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.*