



TITLE: COMMUNITY PROGRAMS MANAGER

POSITION SUMMARY

The primary purpose of this position is to help manage and coordinate key program areas for TNVLC. This includes student and volunteer programs as well as community outreach activities. This can be structured as full or part time.

Classification:	Exempt	Benefits:	Competitive Benefit Package
Hours:	Fulltime or Parttime	Pay Range:	FT: \$32K-\$40K/PT:(\$18-\$22 per hour)
Pay Type:	Salary	Reports To:	Executive Director/Operations Director

KEY COMPETENCIES/EXPERIENCE

- Strong organizational and planning skills (Attention to detail and accuracy-project management)
- Program and event management experience
- Advanced computer abilities (PC environment - Microsoft Office Suite), internet, email
- Standard office equipment experience (telephone/printer/copier/calculator)
- Effective oral and written communication skills with internal and external clients
- Problem assessment/Problem solving abilities (assisting public/clients with questions/needs)
- Multi-tasking/Flexible/Adaptable (nonprofit environment/changing dynamic priorities)
- Customer Service Orientation/Teamwork (ability to work with others)

PREFERRED QUALIFICATIONS:

- Experience in community outreach, collaboration and education
- Experience working with students, volunteers, companies and nonprofit agencies
- Experience with training programs-esp. leading training
- Marketing/Social Media Experience/Website content
- Experience using databases (Salesforce, Click & Pledge, etc.)
- Nonprofit Fundraising including grants, fundraising, appeal/direct mail, donor communication, special events

RESPONSIBILITY OVERVIEW: Duties and responsibilities include, but are not limited to the following:

- Coordinate/Manage Community-based programs (includes grant programs as well as other TNVLC programs)
- Coordinate/Manage TNVLC student-related programs
- Outreach to area community organizations as well as schools and youth organizations
- Research/Update/Maintain community and participant contact information
- Collect and Maintain Student contact information & service
- Develop and nurture internal and external program partnerships & collaborations
- Coordinate/Manage Nonprofit training
- Help coordinate recognition events
- Manage/Coordinate HandsOn Triangle
- Develop/Coordinate/Maintain External Communications (website/social media/email marketing/HandsOn Triangle)
- Develop and Coordinate Volunteer Programming including specialized community projects
- Plan and Manage Volunteer Fairs/Community Awareness Activities
- Help Recruit and Coordinate Volunteer Coordinators for specialized TNVLC programs
- Manage/Coordinate Corporate Volunteer programming/projects
- Develop/Assist in developing special fundraising campaign & events as needed
- Other duties as requested