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**Program Manager**

**Position Description**

Position Summary: The Program Manager is responsible for developing, implementing and maintaining programs offered to the community through the Yreka Community Resource Center. Responsible for outreach and social marketing for the SCRC and all collaborative projects as well as supervising staff and volunteers. Assist in developing grant proposals, evaluating grant-funded projects, and maintaining grant tracking and service requirements. This position is responsible for ensuring standards and procedures related to: personnel, including staff development, programs, and physical facility; program development and evaluation; ensuring quality and standards of the SCRC and that all programs, communication, collaboration, and services directly and indirectly involving the SCRC are met and maintained.

*The probationary period for this position is 90 days following the date of hire.*

**QUALIFICATIONS:**

**Essential Functions:**

* Must be able to work traditional and non-traditional hours as necessary
* In partnership with the Executive Director and Board of Directors, provides vision, direction, and continuity for the organization by communicating its history, accomplishments, mission, and goals to staff, other agencies, and the general public
* Plans for and administers FRC/CRC programs in accordance with the stated vision and mission statement
* Coordinates all managerial and administrative aspects of the daily operations of the FRC/CRC
* Ensures quality standards are met in regard to agency facility
* Promotes an environment that facilitates innovation, creative solutions, and empowerment.
* Responsible for reporting and evaluation to granting agencies
* Monitors the organization’s performance and progress on a continual basis, including the social, financial, and organizational impact of program activities
* Ensures that grant-related programs are consistent with SCRC's mission and goals and ensures compliance with all grant reporting criteria
* Responsible for hiring, supervision, and evaluation of program and administrative staff
* Acts as a spokesperson for SCRC, providing a high degree of community visibility and awareness
* Oversees development of all marketing tools, such as social media, newsletter, flyers, brochures, media relations, etc…
* Must adhere to strict confidentiality requirements.
* Understanding and compassion for high-risk families and situations.
* Experience in business correspondence, grant reporting, interpreting data and information

**Education and Experience:**

* Graduation from a four-year college; or
* 3 years experience in the social work, substance abuse, mental health, family support, or education field; or
* A combination of experience and completion of 30 college courses or a certificate program including but not limited to Addiction, Psychology, Sociology, Child Care, Social Work, Counseling and related fields.

**Other Qualifications:**

* Must possess a valid California Driver’s license and have access to reliable transportation
* Must maintain current vehicle insurance and meet the organization’s automobile insurability requirements
* Consent to and pass a criminal background check
* Adhere to Siskiyou Community Resource Center policies and procedures
* Must attend all required trainings to increase knowledge of program processes and to achieve technical competence
* Spanish speaking desirable

**Required Skills**

* Excellent communication and public speaking skills
* Must have the ability to present information and respond to questions from co-workers, managers, clients, agencies, and the general public
* Demonstrated experience with computer programs and software including but not limited to Microsoft Word, Publisher, Excel
* Ability to communicate and build effective relationships with individuals of diverse backgrounds
* Must have the ability to define problems, collect data, establish facts, and draw valid conclusions
* Must be flexible, organized and able to work in a fast-paced, rapidly changing environment
* Ability to prepare and adhere to budgets
* Process findings and organize a plan to move forward in a positive, progressive manner
* Ability to initiate collaborative relationships and projects
* Ability to promote community cohesiveness through involvement of multiple community cultures, interests, ages, and ideologies

**Operating Principles:**

Employees of the Siskiyou Community Resource Collaborative are expected to work in a manner consistent with the following principles:

* Must work and act as a team player in all interactions with the Board of Directors,

staff, volunteers, program funders, and other community partners

* Project and maintain a positive image of the Centers with all you come into contact with in the course of work
* Develop and maintain collaborative and respectful working relationships with clients, staff community partners, project funders, etc.
* Committed to consistently providing quality service

*Updated January 2022*

*To apply for this position please submit a resume and cover letter to:*

*Siskiyou Community Resource Collaborative*

*201 S. Broadway*

*Yreka, CA 96097*

*Or email*

*sbscrc@gmail.com*