



## **Position Title:** Program Director

**Home Resource** is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

Home ReSource is hiring a dynamic leader to fill a new full-time position within our organization. The desired candidate for our Program Director will have the skills, knowledge, and passion needed to build, resource, and strategically manage diverse and impactful programs that cultivate a local culture and economy built on the principles of sustainability.

**Job Summary:** The Program Director is responsible for directing strategic, well-resourced, and impactful programs that help achieve Home ReSource's vision, mission, and mid- to long-term strategic goals. The Program Director will manage program staff, administer current programs, identify program expansion opportunities, develop new programs in response to community needs, collaborate closely with partner organizations and Home ReSource staff, and directly oversee the implementation of programs and outreach.

**Reports to:** Executive Director

## **General Responsibilities**

- Support and embody Home Resource's Mission, Vision, and Organizational Culture
- Support and enforce Home ReSource's policies and procedures; help create a safe, positive, equitable, and learning work environment
- Coordinate and communicate effectively with all HR staff on relevant topics
- Problem-solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, and help generate community support for all aspects of the organization
- Have and use effective public relations & interpersonal skills
- Be accountable for yourself and your actions
- Work cooperatively and effectively with other staff, agencies, and professionals in the community
- Communicate effectively with a variety of individuals, including clients, peers and supervisors
- Maintain confidentiality with personnel issues and donor and customer information as needed

## **Position Responsibilities**

- Direct safe and impactful programs delivered by supported, engaged, effective staff; these include Youth, Work, Education, and Zero Waste programs, as well as new programs designed in response to community needs
- Manage program staff, and ensure excellent management of program volunteers and Work Programs participants; this includes hiring, supervising (with regular check-ins, feedback, and annual reviews), and development of staff
- Develop, implement and help fundraise for the annual Programs budget in conjunction with the Executive Director and Development Coordinator; develop and implement the annual Programmatic Plan to further Home ReSource's Mission, Vision, strategic plan, and short-term organizational goals
- Oversee program staff orientation and ongoing training; this includes staff knowledge of, and support for, organizational policies and procedures, safety considerations, and organizational culture, and specific relevant knowledge and skill sets



- With the marketing team, help develop advertising and marketing plans; participate in outreach and other strategic efforts to ensure that programs are understood, valued, and supported by the community
- Work closely with the Executive Director and Operations Director to ensure that Programs are well supported and support all aspects of Home ReSource, and are integrated and consistent
- Attend weekly managers meetings and annual planning retreats; act as a liaison between Operations, Programs, Development, and management staff, and lead regular Programs meetings; with Executive Director and Operations Director, determine content and help lead staff meetings

## Skills Required

Interpersonal skills, ability to positively and respectfully communicate with all people where they are at  
Ability to plan, design, and deliver excellent programs and services  
Problem-solving, team-building, and conflict resolution skills

## Essential Functions

Excellent verbal and written communication, including ability to speak on behalf of the organization  
Ability to manage people and programs in a fast-paced environment  
Ability to work 40hrs/week in a fast paced environment, set priorities and achieve goals  
Be adaptable to rapidly changing circumstances

**Pay, Hours:** 40hrs/week. Salary range: \$46,000 - \$50,000 depending on experience and qualifications

**Benefits:** Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

## Minimum Qualifications

Computer proficiency using Windows based software (Word, Excel, Email, and Internet)  
Non-profit administration and management experience  
MT driver's license

## Preferred Qualifications

3-5 years of management-level and/or program development experience  
Demonstrated experience in outreach and marketing  
Knowledge of best practices in experiential education  
Familiarity with sustainable practices, including triple-bottom line businesses and zero waste  
Demonstrated commitment to community engagement, social justice, and zero waste  
Ability to work with a variety of individuals effectively and respectfully, including program participants of diverse ages, backgrounds, and abilities  
Demonstrated attention to detail and the ability to efficiently juggle the many priorities of a multi-faceted job  
Optimistic and team-oriented; works cooperatively and effectively with other staff, agencies, and professionals in the community



## **Skill Development and Performance Reviews**

Home ReSource employees participate in all in-house trainings, and management-level staff attend at least one outside professional development opportunity each year.

All Home ReSource employees undergo an annual performance review that includes feedback from supervisors, supervisees, and peers.

**How to Apply:** Submit a resume and cover letter to [Katie@homeresource.org](mailto:Katie@homeresource.org) by May 6<sup>th</sup>, 2019.  
No phone calls please.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

*Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*