



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 with the skills, knowledge, and passion needed to build, resource, and strategically manage diverse and impactful programs that cultivate a thriving, sustainable local economy.

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 and support the program staff team, help administer and resource current programs, evaluate program impact and assist in designing and implementing changes, communicate and collaborate closely with partner organizations and Home ReSource staff, and network and represent Home ReSource in the community.

Reports to: Executive Director

General Responsibilities

- Support and embody Home Resource's Mission, Vision, and Organizational Culture
- Support and embody Home ReSource's justice, equity and anti-racism values and guidelines
- Support and enforce Home ReSource's policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- 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
- Work cooperatively and communicate effectively with staff, community partners, donors, and in public
- Maintain confidentiality with personnel issues and donor and customer information as needed

Position Responsibilities

- Direct safe, relevant and impactful Work, Education, Zero Waste and Retail programs delivered by supported, engaged, effective staff
- Manage program staff, including hiring, supervising and staff development; and ensure excellent management of program volunteers and Work and Youth Program participants
- Develop and implement an annual Programmatic Plan and budget to further Home ReSource's Mission, Vision, strategic plan, and short-term organizational goals and help fundraise to achieve the plan
- Work closely with the Executive Director and Operations Manager to ensure that Programs are impactful, well resourced, meet community needs, support all aspects of Home ReSource, and are integrated and consistent
- Act as a liaison amongst staff, attend and help lead organizational meetings

Skills Required

- Ability to plan, design, and deliver excellent programs and services that further the mission
- Ability to manage diverse staff, volunteers and collaborate across organizations
- Ability to positively and respectfully communicate with all people where they are at
- Problem solve using team-building and conflict resolution skills and manage competing priorities
- Ability to keep up with changes in technology used to implement job responsibilities



Essential Functions

- Demonstrated ability to manage people and programs to achieve organizational goals
- Excellent verbal and written communication skills and ability speak on behalf of the organization
- Ability to work 40hrs/week in a fast-paced environment and be adaptable to rapidly changing circumstances

Minimum Qualifications

- Computer proficiency using Windows-based software (Word, Excel, Email, and Internet)
- Non-profit administration, program and management experience

Preferred Qualifications

- 3-5 years of management and/or program implementation and administration experience
- Demonstrated ability to take initiative, deliver excellent programs, and help others succeed
- Familiarity with sustainable practices, including the triple-bottom line, zero waste and the circular economy
- Demonstrated commitment to community engagement, social justice, and zero waste/circular economy
- Ability to work with a variety of individuals effectively and respectfully,
- 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, enjoys working with a team to achieve goals

Skill Development and Performance Reviews

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

All Home ReSource employees get an annual performance review.

Pay, Hours: 40hrs/week. Salary range: \$55 - \$60,000 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.

How to Apply: Submit a resume and cover letter via Submittable. See our [website](#) for more information.

We will begin reviewing applications Jan 17th, 2022, but the position is open until filled. We encourage diverse applicants! If you have 75% of the skills listed, please apply. References will be requested from candidates that we interview.

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



Home ReSource

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