



Program Manager

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

DEPARTMENT: Programming

REPORTS TO: Directors

SUPERVISES: Program Lead, Education Lead

CLASSIFICATION: Employee

POSTION SUMMARY

The Program Manager collaborates with the directors and other managers to carry out the mission and Strategic Plan of Holden Village by visioning and implementing the seasonal program arc. Actively works with regional community partners to enhance and support a sustainable Village life. Responsibilities include personnel management, partnership building and sustaining, systems creation and flow, and program development and evaluation. Supervises and coordinates the Program Team which includes all educational programs from visiting teaching faculty to in-village naturalist, arts, and youth program. The objective of this position is to manage the Village's shared community life in a manner that supports formation and capacity building aligned with Justice, Equity, and Diversity and Inclusion. Because Holden Village operates almost entirely through the efforts of volunteers, the Program Manager must be skilled in working with and supporting people who come with a variety of skill levels for varying lengths of time. A minimum 2-year commitment is required for this position.

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MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Introduce systems that support workflow and documentation

Create trainings that offer capacity building

Plan annual retreat to establish area and individual goals esp. around Sustainability and J:EDI

- Plan, implement, and offer supervision/support throughout the year for Holden programs that reflect the Strategic Development Plan:

With the Program Associate, Program Manager, and Pastor, to coordinate the program formerly known as Partners in Ministry.

- The ability to responsibly maintain a budget.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Ability to communicate realistic job expectations, conduct evaluations, and provide feedback that fosters growth
- Ability to lead and supervise staff that includes a wide variety of ages, skills, and abilities.
- Ability to interact positively with people at all levels and in all capacities both inside and outside of the Village, i.e. guests, volunteers, managers, directors
- Ability to work both independently and in a collaborative setting.
- Excellent planning, organizational, and delegation skills.
- Excellent written communication and oral presentation skills
- Proficiency with Microsoft Office Suite (especially Word, Publisher, and Excel) and Google's Productivity programs like Docs and Sheets.
- The ability to responsibly maintain a budget.
- Sound judgment, creativity, problem solving, flexibility, and decision-making abilities
- Ability to actively shift priorities in a dynamic work environment in ways that maximize benefit to Holden Village.

UNIQUE REQUIREMENTS (particular knowledge/skills related to client and/or agency needs)

- Willingness to work in a remote wilderness setting
- Willingness to abide by the Staff Covenant and all expectations therein.