



## **Position Announcement**

### **Program Director for Conservation Corps**

#### **SUMMARY:**

Heart of Oregon Corps is hiring a qualified Program Director with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people. We're looking for a dynamic and experienced person who can direct and implement strategic programming to ensure corpsmember and conservation project successes.

At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve their community. In Heart of Oregon's conservation corps programs, Opportunity Youth learn employability and leadership skills while protecting and improving area public lands. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

#### **POSITION, PROGRAM, and ORGANIZATION INFO:**

The multidimensional Program Director position engages a wide variety of skills sets including leadership, planning and logistics, youth development expertise, supervision and team management, technical conservation corps project skills, and partnership coordination with land management partners. This position oversees federal grant compliance, grant reporting, and ensures successful outcomes for grants. The Program Director also bids and coordinates the hands-on trail building, fire fuels reduction, and recycling and litter management projects our staff-supervised youth crews complete on a year-round daily basis, and ensures proper risk management and field practices.

The program is located in beautiful in Bend and Prineville, Oregon and crew projects occur on surrounding public lands on a daily basis, with some spike trips in the spring-fall. The position is based in the Bend office but requires field visits for project coordination, program oversight, and partnership development. The position is supervised by the Executive Director, is a member of the organization's Staff Leadership Team and supervises a staff team of 2 Program Coordinators and 5 Crew Leaders plus 5 full-time AmeriCorps members. The program enrolls over 50 youth AmeriCorps members a year. The program is funded by a large federal AmeriCorps grant and income generated through the environmental conservation projects. Heart of Oregon Corps is a large regional non-profit with a budget of approximately \$3M, that operates 6 youth training programs and hires over 300 local youth each year. Our organizational staff team is fully committed to Heart of Oregon Corps' mission and creating pathways out of poverty for youth in our community.

Starting salary for the position is \$47,500. This is a full-time, year-round, salaried (exempt) staff position, with employee health, dental and vision benefits paid 100% by the employer, 9 paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year, with leave benefits increasing after 2 years of service. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

**QUALIFICATIONS:**

The ideal candidate will have 3-5 years or more of demonstrated experience in non-profit program management or closely related experience, including supervisory and programming responsibilities. A Bachelor's Degree or directly related demonstrated equivalent experience is required. A combination of the following other qualifications is preferred: Master's Degree in related field, one year or more of experience coordinating an AmeriCorps grant-funded program, one year or more of experience with natural resources conservation-related projects, Bilingual (Spanish) skills. A good sense fun and humor is also welcomed and desired! A strong commitment to respecting the ideas and intelligence of young people and ability to relate to and support a multiracial and multicultural group of people is critical.

**PROCESS:**

If you are interested, we are interested in hearing from you! Please submit the following to Laura Handy, Executive Director.

-A HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)

-A Cover Letter (in the body of an email is ok)

-A Resume

Send to:

Heart of Oregon Corps, PO Box 279, Bend OR 97709

-or-

Email via Craigslist "reply" button, or [hr\(at\)heartoforegon.org](mailto:hr@heartoforegon.org)

-or-

541-526-1314 (FAX)

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. Valid driving license and good driving record required, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply!

Our goal start date is mid-February, please submit application packages by January 23<sup>rd</sup>, 2017 for full consideration.

All applicants will be contacted by phone or email regarding your application results by the end of the process.

Thank you for your interest and good luck!

*Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting [hr@heartoforegon.org](mailto:hr@heartoforegon.org).*