

North Coast Opportunities, Inc.
413 N. State Street, Ukiah, CA 95482

POSITION DESCRIPTION

POSITION:	PROGRAM DIRECTOR
PROGRAM/DEPARTMENT:	LEADERSHIP MENDOCINO
REPORTS TO:	EXECUTIVE DIRECTOR
SUPERVISORY RESPONSIBILITY:	YES
FLSA/IWC STATUS:	EXEMPT
WC CODE:	8742

I. GENERAL DUTIES & RESPONSIBILITIES

Under general oversight of the NCO Executive Director (NCO ED) and with direct guidance from the Leadership Mendocino Steering Committee (LMSC), the Leadership Mendocino Program Director (LMPD) is responsible for the overall development, implementation and administration of the program. The position entails direct public outreach and effective collaboration with multiple agencies, non-profit organizations, businesses, and community and governmental leaders. This position participates as an active member of the NCO Leadership Team.

II. SPECIFIC DUTIES & RESPONSIBILITIES

1. Develops and implements the Leadership Mendocino (LM) program strategic plan and tactical direction, that includes at a minimum:
 - a. Annual program goals, objectives and benchmarks designed to meet community and program needs.
 - b. Quality educational programming that includes an Orientation, opening Retreat, subject-based Class Days and a Graduation, all focused on developing engagement in leadership opportunities in Mendocino County.
 - c. Long-term program development.
 - d. On-going and systematic involvement and support of community leaders at all levels of the LM program.
 - e. Development, coordination and expansion of the LM Alumni Association to increase revenue sources, collaboration and program awareness.
2. Implements the annual educational program from planning to facilitation including but not limited to contract negotiation for services, locations and transportation (as needed); securing donations and sponsors for each day; and developing and generating class materials that are timely and relevant to each day's topic.
3. Develops opportunities to generate income such as fundraisers, sponsorships and grant opportunities.
4. Plans and oversees annual recognition and fundraising events.
5. Prepares and distributes agendas, minutes, committee and class day evaluation reports and updated financial reports for the Executive Director, Governing Board and Steering Committee.
6. In collaboration with the NCO Accounting Department, oversees the administration of the LM program budget, following NCO's Accounting Policies and Procedures.
7. Facilitates the recruitment and interview process for prospective LM class members.
8. Maintains all LM program and participant files.
9. Develops and maintains positive program awareness and community engagement by maintaining an active, cohesive public relations communications plan that includes at a minimum:
 - a. Regular production and distribution of program newsletter(s).
 - b. Frequent updates of all program social media and website locations.
 - c. Preparing and distributing Op Eds, press releases and announcements to local print and radio outlets.
 - d. Creating opportunities to make presentations to local groups, organizations and employers.
 - e. Establishing effective collaborative relationships with elected and appointed public officials.

10. Aligns work behaviors in conformance with NCO's Mission, Vision and Values and further continuous improvement by participating on teams and special committees.
11. Establishes and maintains effective work habits, including:
 - Creates a professional work environment that is collaborative, efficient and respectful and that is in alignment with NCO's Personnel Policies Handbook.
 - Keeps the Executive Director and LM Steering Committee informed as to the status of the LM program through regular communication.
 - Maintains a work schedule that is structured to meet the demands of the program and of a Director level position.
 - Is able to constructively adapt to change.
 - Represents NCO and its programs to the community in a positive light.
 - Dresses appropriately for the job.
12. Performs other duties as assigned.

III. JOB QUALIFICATIONS

1. Any combination of education and experience equivalent to a Bachelor's degree in a relevant field plus four years of relevant experience is required.
2. Must have excellent organizational skills and an ability to prioritize and perform duties efficiently and accurately and meet deadlines with minimal supervision; ability to work both independently and in collaboration with others is essential.
3. Demonstrated ability to develop and maintain good working relationships with a wide variety of people and personality types including Board and community members and public officials; able to provide and support a vision and direction to others.
4. A minimum of four years' experience in group facilitation and creation of adult training and educational programs is required; prior experience with building leadership skills is highly desired.
5. Demonstrated experience with marketing, fundraising, public relations and event planning is essential.
6. Must possess excellent oral and written English language communication skills and the ability to consistently communicate in an effective and professional manner with individuals and groups of varying sizes.
7. Demonstrated proficiency in using computers and other office technology at a level to successfully accomplish the specific duties and responsibilities of the position is required; experience with Microsoft software products is helpful.
8. Prior experience with budget creation and management as well as a general understanding of basic accounting practices is required as is a demonstrated ability to compile and analyze data and prepare reports for various purposes.
9. Ability to travel regularly throughout Mendocino County and to work flexible hours including on occasional weekends and evenings as is needed to meet the demands and responsibilities of this position.
10. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
11. Bilingual abilities are helpful but not required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly and to supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic tools, or controls and reach with hands and arms.
3. The employee may occasionally be required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee must frequently lift and/or move up to 25 pounds unassisted, and occasionally move and lift heavier materials with assistance, using ergonomic guidelines.

5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance or on narrow, winding roads – possession of a valid California Driver’s License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Program:	Leadership Mendocino
Position:	Program Director for Ukiah
Rate of Pay:	\$ 49,920 per year
Hours:	40 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan within 90 days of hire, and for employer contribution & matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Application Closing Date:	Closes:3/25/19
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org</p>
<p>NCO is under no obligation to hire from this solicitation.</p> <p>North Coast Opportunities, Inc. is an Equal Opportunity Employer.</p>	
<p>For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.</p>	