



Position Title: Program Manager (Full-Time, Salaried)

Purpose: *Provide day to day program management including employees, volunteers and operations. Aid in development of new programs through The Root Cellar's Portland location.*

KEY RESPONSIBILITIES

- **Staff Management**
 - Lead/manage all staff and day-to-day program operations of the ministry
 - Communicate and champion organizational vision, mission, and values in all activities and programs
 - Understand, communicate, and implement the organization's policies and procedures as it relates to the designated programs
 - Develop and maintain open communications with staff through both formal and informal channels.
 - Assist the Executive Director and staff in program evaluation and new program development
 - Provide spiritual encouragement to staff and volunteers as it relates to organizational mission
 - Assist the Executive Director in providing annual review for all staff members
- **External Relationships**
 - Develop and maintain positive relationships with neighbors and their families, program volunteers, partner organizations and churches
 - Participate in the life and development of the target neighborhoods of The Root Cellar
 - Manage and recruit volunteers
- **General Operations**
 - Contribute to overall communications needs regarding Root Cellar programming or events (i.e. website, social media update, newsletter articles, etc.)
 - Maintain accurate data regarding programs and impact
 - Work with the Executive Director to develop overall organization strategy, mission, values, etc.

TO APPLY:

SEND COVER LETTER AND RESUME TO JOEL FURROW JOEL@THEROOTCELLAR.ORG



QUALIFICATIONS

- Strong commitment to the Gospel of Jesus and active participation at a local church
- Ability to be flexible and respond to diverse challenges and individuals with an attitude of service and love
- Be comfortable and welcoming to a diverse neighborhood population
- Ability to learn on the go, work in a team environment
- Ability to lead and communicate with others effectively
- Demonstrated strong written and oral communication
- Understanding of neighborhood challenges and dynamics will be helpful
- Pleasant manner, patience, problem-solving ability, dependability a must
- Strong computer skills including Google Drive, Microsoft Office Suite, database
- Have a valid Driver's License and good driving record
- Bachelor's Degree
- Understanding/experience of refugee/immigrant process and diverse populations necessary
- 3 - 5 years experience in ministry or related human services work preferred

Reports to: the Executive Director.

Time Commitment: 40 Hours per week, with flexibility depending on program activities.

Compensation: TBD

Benefits: Health Care Coverage, Sick Days, 3 Weeks Vacation

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