OUR SCHOOL

The Settlement School’s mission is to provide education and service opportunities for people of the mountains, while keeping them mindful of their heritage. The School offers intervention and tutoring services for children with dyslexia; traditional and literary arts instruction; and programs designed to promote the rich agricultural and food traditions of the region.

POSITION SUMMARY

The Community Programs Manager for Hindman Settlement School will possess a broad range of skills and abilities suited to cross-program implementation and leadership. The Community Programs Manager will coordinate and manage existing and new initiatives for the School’s foodways and literary arts programming. S/he will also represent the Settlement School in a variety of public-facing roles. Strong relational and administrative skills with a proven ability to work independently and with teams, both internally and externally, are cornerstones of this position. This position requires a servant attitude with a willingness to do whatever it takes to support the overall mission of the Hindman Settlement School.

PRIMARY JOB FUNCTIONS

1. Coordinates, implements, and evaluates Settlement School community-based outreach programs, including initiatives overseen by the Community Agriculture Support Member (i.e., Grow Appalachia, Knott County Farmers’ Market, and local family/producer use of The Cannery);

2. Provides strategic direction for a robust slate of campus-based, school-based and after-school programs for youth, in collaboration with other members of the Settlement community, including entrepreneurial development programs, young writers gatherings and residencies, and other existing education programs and new initiatives;

3. Facilitates new partnerships and education opportunities in foodways and traditional arts to expand the reach of Settlement programming, locally and regionally;

4. Serves as the coordinator of existing Settlement events and retreats, including Dumplin’s & Dancin’, supports other signature workshops, and fosters new event and retreat opportunities to support the mission of the school;

5. Provides outreach to local and regional communities and serves as a liaison to local organizations;
6. Coordinates and tracks volunteer, intern, instructors, and other contractor positions, as needed, to fulfill program objectives, in coordination with the Office Manager and Bookkeeper;

7. Provides communication and advancement support services, including small grant writing, event sponsorships/underwriting, and reporting, in coordination with school leadership;

8. Participates in Settlement School staff meetings and special events; and

9. Other duties as assigned.

QUALIFICATIONS FOR POSITION

Education & Experience

- A bachelor’s degree from a four-year, accredited, post-secondary institution is required.
- At least five years experience managing and evaluating programming in a nonprofit or community-based organization.
- Experience supervising people in paid and non-paid positions.
- Experience working with people in underserved regions, preferably in Appalachia; willingness to learn about Appalachian culture and people.

Competencies & Abilities

- Demonstrated problem-solving and decision-making skills.
- Flexibility and ingenuity with regard to changing work environments and response to opportunities.
- Excellent interpersonal skills with the ability to relate to people of diverse backgrounds.
- Strong organizational skills with the ability to handle multiple and diverse tasks.
- Demonstrated ability to think creatively and strategically and execute plans based on such activity.
- Dependable, excellent judgment and demonstrated ability to operate in flexible, team-oriented environment.
- Excellent verbal and written communication skills.
- Ability to speak publicly to large groups with confidence and authority.
- Ability to work with people from other organizations in an effort to support broader regional aims and goals in line with Settlement School’s mission and vision.

Other Requirements

- Willingness to travel both regionally and nationally.
- Willingness to live within commuting distance of Hindman Settlement School.
- Child safety background check and training.
- Valid driver’s license.

Hindman Settlement School does not discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.