



## POSITION DESCRIPTION—COMMUNITY PROGRAMS MANAGER

POSITION TITLE: Community Programs Mgr. REGULAR ( X ) TEMPORARY ( )  
PROGRAM NAME: Foodways & Traditional Arts EXEMPT ( X ) NON-EXEMPT ( )  
WORK LOCATION: Hindman, KY SALARY ( X ) HOURLY ( )  
SUPERVISED BY: Sr. Director, Program Dev REGULARY SCHEDULED HRS/WK:  
SUPERVISES: Comm. Ag Support Member Full-Time (40+)

### 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.*