

PROGRAM MANAGER – Full Time

WHEAT Community Connections, a direct service of the United Way of Tri-County, is seeking a mission-driven, experienced, Program Manager reporting to the North County Director.

KEY RESPONSIBILITIES:

This is a dynamic role where the ideal candidate will bring strong emotional intelligence, will serve as a role model to our staff, volunteers and clients and have a proven ability to help individuals and teams achieve their full potential. You must have a positive attitude to help build and expand programming at a critical moment of growth for our organization.

While the Program Manager will work in a highly collaborative, team-oriented environment, many programming projects will be self-directed and will require someone with an entrepreneurial spirit that can work in a fast-paced, nonprofit environment. The ideal candidate will have :

PREFERRED SKILL SET:

- A minimum of 3-4 years' experience in Program Management (recruitment, execution, multitasking, delegating, event planning, and data management)
- Experience in non-profit, or other professional services organization required
- Ability to build strong trusting relationships with diverse individuals, develop community connections, and influence change
- Experience in program development and facilitation experience
- Flexibility to work occasional nights and weekends
- Strong work ethic, leadership, organizational skills combined with attention to details
- Excellent problem-solving ability

About United Way of Tri-County, Inc.

United Way of Tri-County is an independently-governed 501(c)3 nonprofit organization connected to a network of more than 1,300 local United Ways through United Way Worldwide. We have our own board of directors and focus on finding local solutions for the 34 communities we serve. Our strategic approach to community problem solving concentrates on collaboration and results. We achieve results through providing direct United Way owned and operated services and the support of programming provided by our trusted community partners. United Way advances the common good as MetroWest's largest community-based investor in Health, Education, Financial Stability

and Basic Human Needs – the building blocks for a productive and happy life. We believe that everyone deserves the opportunity to become a productive, self-sufficient member of society. Last year alone we invested over 7 million dollars in programs and services that truly impact people’s lives. When we Live United, we can tackle the toughest problems and make every neighborhood in the MetroWest/495 Corridor, a place where people can realize their dreams.

We invite you to be part of the change.

We are an Affirmative Action/Equal Opportunity Employer.