



## **Position: Leadership Redding Program Manager**

**Status:** Non-Exempt

**Reports to:** Chief Executive Officer

### **Summary of Primary Duties:**

Under the direction of both the Chief Executive Officer and the Leadership Redding Volunteer Chair & Coordinator, the Program Manager's primary responsibilities are to provide administrative and support services for the Leadership Redding program, steering committee, alumni and current class. Independent judgment is required to plan, prioritize, and organize a diversified workload and recommend changes in office practices and procedures.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Establish self as liaison to current class for all forms of communication and/or questions.
2. Assist in preparation of orientation packets for incoming class
3. Attend annual orientation to ensure connection with current class is established.
4. Manage class member supplies: badges, binders, contents, schedules, etc.
5. Coordinate with education chair for completed session day packets for distribution to class members.
6. Communicate with current class prior to program days and events with compiled information, scheduling, location and other pertinent details and reminders.
7. Attend portion of program day as needed to support steering committee coordinator, facilitators, class and program day lead.
8. Coordinate and distribute materials from upcoming lead program facilitators and chairs for the monthly steering committee meeting packets.
9. Coordinate and assist chair/chair-elect in the creation of monthly meeting agendas.
10. Distribute finalized meeting packets to steering committee no less than four (4) days prior to each meeting
11. Attend monthly steering committee meetings virtually as needed.
12. Communicate with CEO, or staff designee, and steering committee coordinator regarding communication, sponsorships, alumni or recruitment lead needs or concerns as needed.
13. Manage interview schedules and application packets for Leadership Redding applicants; attend applicant interviews, and coordinate class selection process with the assistance of the steering committee secretary and coordinator.
14. Process reimbursement voucher requests for all Leadership Redding needs and submit to the Foundation's Administrative Assistant or staff designee for approval and payment.
15. Regularly update alumni, steering committee and class contact information as needed with the assistance of the steering committee secretary.
16. Assist with preparation of annual social event, Alumnus of the Year gift, and other event tasks as required.



**Competencies:**

1. Technical Capacity/Computer Skills
2. Personal Effectiveness/Credibility
3. Thoroughness
4. Detail Oriented
5. Collaboration Skills
6. Communication Proficiency
7. Flexibility
8. Multitasking Skills
9. Organizational Skills
10. Time Management Skills

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Position Type/Expected Hours of Work:**

This is a part-time position, 15 hours of work a week on average. Weekend and/or overtime hours may occasionally be expected.

**Travel:**

Minimal local travel is expected for this position in addition to reliable transportation, no overnight travel required. Valid driver's license, proof of auto insurance coverage and willingness to complete and sign the CA DMV Pull Notice Program Waiver (INF-1101) for authorization for release of driver record information is required.

**Required Education and Experience:**

1. High school diploma or equivalent
2. One-year related program experience.
3. Working knowledge of basic office operating machines
4. Proficient in current Microsoft Office Suite, Google Docs and Forms, internet savvy

**Preferred Education and Experience:**

1. Bachelor's degree or equivalent
2. Two or more years of related experience

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also operates outside occasionally.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift office products and supplies, up to 20 pounds, open filing cabinets and bend or stand as necessary. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



**EEO Statement:**

Community Foundation of the North State is an Equal Opportunity Employer.

**Other duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

I understand that my employment with Community Foundation of the North State is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice. This job description is not a binding contract and signing this document does not change the fact that Community Foundation of the North State is an at-will employer.

**Signatures:**

This job description has been approved by management:

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_