

EMPLOYMENT OPPORTUNITY

East County Manager (Concrete, WA)

Residency in East County is preferred.

The East County Manager oversees the daily operation and supervision of the East County Resource Center (ECRC) and the Concrete Community Center. The site includes a volunteer run thrift shop that along with the food service and office provides job training opportunities for volunteers, interns and employment program participants. This position is a unique private partnership between Community Action and Skagit County.

The ECRC facilitates navigation, connection and referral to services and resources that address the needs of people with limited resources. The ECRC also provides access to limited Skagit County services, a Chamber of Commerce operated auto licensing office and hotel office spaces for mission aligned, non-profit partners. The Community Center serves lunch to seniors, persons with disabilities and community members experiencing food insecurity. This is a full time, salaried, exempt position.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Manage, train, and oversee Resource Center & Community Center staff, program interns, community volunteers and facilities.
2. Establish welcoming environment, easy access to screening and intake services with a focus on eliminating barriers and enhancing participant access.
3. Promote exceptional customer service and skillful matching of services to participant needs.
4. Align program development with agency core mission and values.
5. Facilitate an Advisory Board to help identify emerging needs, solutions and any service concerns.
6. Develop and maintain community and agency partnerships for maximum service resources.
7. Analyze available resources, track community needs, identify gaps in service and collect data to inform program development goals.
8. Utilize EmpowOR database for participant service data tracking and analysis.
9. Prepare and submit any required contract reports.
10. Participate in agency staff meetings, assigned committees, training and partner group meetings, as required.
11. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- Bachelor Degree, in Human Services or related field.
- Three-years of experience in program development/coordination, crisis intervention, case management.
- Supervisory Experience Required.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance, if personal vehicle is used for work-related travel.
- Family Development Training Certificate required within first year of employment.

- WA State Food handler's permit.

Skills and Abilities

- Bi-lingual (Spanish/English) desired; additional languages helpful.
- Strong intuition, able to teach staff customer service and intuitive judgement techniques.
- Independent and creative thinker, addressing operational, functional, budgetary and service issues.
- Astute in developing and maintaining local connections, resources, partnerships.
- Skilled time management, strong organization skills, with excellent follow-through.
- Strong leadership and supervisory skills.
- Proficient in Microsoft Office Suite applications, including Excel, Word, Access, PowerPoint, Publisher and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

COMPENSATION AND BENEFITS:

Starting Wage between: \$4,653.01 - \$5,814.88 salary per month (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 13 Paid Holidays per year
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
