

VOICES



JACKSON HOLE

Job Title: Director of Programs & Partnerships

Status: Full time, exempt

Salary: \$60,000-\$70,000 dependent on experience and skills. Competitive benefits package.

Supervisor: Executive Director

Expected Start Date: September 2023

Location: Jackson, WY

Job Description

The Director of Programs & Partnerships fosters, mediates, and advances the engagement and connectedness between community institutions and the immigrant and limited-English speaking communities of the Teton region. The Director works with Voices JH staff, immigrant and limited-English speaking community members, and organizations to oversee, evaluate, and strengthen Voices's Community Engagement Programs: *Inform*, *Consult*, and *Involve*.

Core Duties

- Lead *Inform* services, including work with Voices' *Inform* membership partners and Voices JH team to distribute weekly content
- Lead *Consult* survey services, including the cultural competency review, managing community organizers working on the surveys, and ensuring Voices' delivers on set goals
- Lead *Involve* services for event planning, recruitment, and goals delivery
- Develop sales approach and impact reporting system for partnering organizations
- Serve as the primary supervisor for contracting, onboarding and work evaluation of the Community Mobilizers, Community Organizers, and Community Navigator
- Lead the evaluation of Voices JH's community engagement work and impact goals
- Participate as a representative of Voices JH in community processes, groups, networks, alliances and events
- Stay up to date on best practices for community engagement and programming
- Write programming updates for Voices JH social media, newsletter and quarterly reports
- Participate in trainings and personal and professional development opportunities
- Maintain program and team records, generate organizational documents, and report on impact goals

These core responsibilities are not intended to encompass all expectations of the Director of Programs & Partnerships, but to provide a general framework of the requirements of the position. Voices JH fosters a collaborative workspace and expects staff to work together to advance the work and mission of the organization.

VOICES



JACKSON HOLE

Required Qualifications

- Strength in understanding and communicating the needs of the immigrant and limited-English speaking communities
- Ability to articulate Voices JH's mission and influence stakeholders to engage
- Strong organizational and planning skills with the ability to manage multiple projects at once
- Excellent interpersonal skills, community building skills, and conflict mediation skills
- Ability to work independently and within a team structure
- Ability to work in a fast-paced environment
- Big picture and strategic thinker
- Able to attend evening and weekend meetings and events
- Willingness to learn and commitment to personal and professional development
- Commitment to social justice and empowering others
- Bilingual in Spanish and English

Preferred Qualifications

- Personal identify as a recent immigrant, new American, first generation immigrant or second generation immigrant
- Demonstrate knowledge or previous experience with ethical data collection practices in human research
Demonstrate knowledge or previous experience with program evaluations
- Previous experience working in a nonprofit organization setting
- Previous experience with community organizing
- Skilled with Airtable, Slack and Google Drive

To Apply

Please submit a cover letter in English and Spanish, resume in English and list of 3 references to info@voicesjh.org. The application will close on June 9, 2023.

Voices Jackson Hole is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, age, marital status, disability, national origin, sexual orientation, religion, ancestry, or political affiliation. Voices Jackson Hole values diversity in the workplace and works to create and maintain an inclusive environment and culture amongst staff.