



PELHAM TOGETHER

Director of Community Programs

Job Summary:

The Director of Community Programming will be responsible for planning, implementation, and evaluation of parent and community programs that support youth wellbeing.

About the Position:

Pelham Together (PT) is excited to offer the position of **Director of Community Programs**. We are seeking an energetic and motivated professional with experience in community building, relationship management, education, social work, and youth programs to be part of a dedicated, community-minded team. The Director of Community Programs will support the Executive Director with a focus on planning, implementing, and evaluating effective programs for parents and the community. The best candidate will be one who is well versed at creating and maintaining relationships with community partners, conducting effective and efficient outreach, managing volunteers, and responding to multiple constituents with a focus on the goal of youth development. As part of the PT team, the Director of Community Programs will be responsible for staying informed on current youth trends, mental health and substance misuse prevention practices, using local data to design new initiatives, and supporting a flexible and responsive approach to supporting the Pelham community.

Duties/Responsibilities:

- Responsible for delivery and evaluation of all Community/Parent Programs, including but not limited to Town Halls, parent discussion groups, speaker and film series, and awareness campaigns.
- Maintain, nurture, and grow partnerships with community stakeholders including schools, businesses, law enforcement, local governments, parents, youth, other nonprofit, civic, and faith-based organizations.
- Collaborate with the Executive Director to sustain, promote, and grow programs and services aligned with our Strategic Plan
- Establish program evaluation procedures and processes that demonstrate impact and effectiveness, as well as drive enhancements and/or revisions.
- Collaborate with all PT staff, including youth development and mental health staff, in delivery of programming, particularly in connection with community and parent programming.
- Manage program calendar of all organizational programs, initiatives, and events, in consultation with Executive Director; communicates with staff, volunteers, and Board Members regarding planning.
- Assist Executive Director in establishing training and development of PT staff and drafting and maintaining policies and procedures ensuring compliance



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- Performs other duties as assigned.

Required Skills/Abilities:

- Exceptional verbal and written communication skills, including speaking and presentation skills.
- Skilled at building and maintaining relationships with multiple stakeholders and perspectives.
- Excellent organizational skills and attention to detail.
- Ability to prioritize and delegate tasks.
- Ability to create and present ideas and budgets in a variety of formats.
- Experience working with a small team who provide all necessary support required to run an organization smoothly, demonstrating a can-do, team-oriented attitude.
- Limited local travel, some evenings and weekends required based on youth and community events.

Education and Experience:

- Bachelor's degree required; Master's degree preferred.
- Five to ten years of related experience required, with supervisory experience preferred.
- Knowledge of nonprofit management, community building, relationship management; education, social work, and/or youth development experience a plus.

Salary range: \$45,000 annually

Hours per day or week: part time, 20 hours/week