

- Strong program, budget, and grant management experience.
- Exceptional oral and written communication skills and ability to manage program communications.
- Proficiency in commonly used MS Suite programs (e.g., Word, Excel, etc.), social media platforms (Facebook, Instagram, etc.), and programs such as MailChimp, Doodle, and other organizational tools.
- Proven ability to plan, implement, adapt and improve programs based on evaluation and adaptive management practices.
- Ability to travel including evenings/weekends.
- Access to a vehicle in good working condition and a valid driver's license, registration, and insurance.
- Access to a computer, the internet, and phone.

### **Program Manager Responsibilities**

- Plan, coordinate, and manage Taproot programs, including field supervision during project implementation.
- Work to expand Taproot's programs in the region.
- Supervise current staff member and other staff as programs develop.
- Work in coalition with Taproot's partners, attending meetings as needed.
- Assist in writing and administering program grants, budgets and reports.
- Assist with Taproot's presence on social media.
- Manage organizational fundraising and educational events.
- Represent Taproot as needed at meetings and conferences.

### **Compensation**

The salary range for this position is \$55,000 – \$65,000 commensurate with skills, years of experience, background and qualifications of the candidate. 24 hours of sick leave and 80 hours of paid vacation is granted at the start of each year. Personal vehicle use will be reimbursed at the annual IRS federal mileage rate.

This position offers a robust benefits package that includes but is not limited to medical, dental, vision and other health coverage; life and disability insurance; paid vacation, sick, and holiday leave, and an optional 401K retirement plan. This position is currently funded for 1.5 years and will be extended pending additional grant awards. Taproot is not currently able to provide relocation costs.

**To Apply:** Please send a cover letter, resume, and contact information for three professional references to Scotty Johnson at ([Stewardtheearth@gmail.com](mailto:Stewardtheearth@gmail.com)). Applications will be evaluated as they are received, and interviews will be conducted on a rolling basis. If selected for an interview, you will be asked for a professional writing sample. Anticipated start date is March 15 - April 15.

Taproot welcomes all applicants.

