

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement

October 15, 2020

Community Program Manager

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy's mission is to enrich people's lives and enhances our region by inspiring use, preservation and support of Cuyahoga Valley National Park

Be part of something special!

Conservancy for Cuyahoga Valley National Park has an immediate requirement to add an experienced professional to our programs team. Under the general direction of the Education & Programs Director, the Community Program Manager will develop objectives and related operational plans, budgets and metrics to advance, measure and assess opportunities for creative engagement and learning across all ages and audiences. The Community Program Manager will establish community relationships to ensure community input in the development of arts, health and wellness, and educational programming in Cuyahoga Valley National Park (CVNP) and partnering communities. The Community Program Manager will strive for excellence in the creation of dynamic and enriching visitor experiences and to establish critical connections necessary for serving all communities with an emphasis on underrepresented communities. If interested in being a part of a professional, passionate, and highly motivated team you are encouraged to apply.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Develop external partnerships with the goal of connecting to new audiences.
- Acts as the lead on new and existing arts, health & wellness, and educational programs and projects, directing/performing required project management processes to ensure their effective and efficient execution and completion.
- Manage external contractors to deliver quality programs under the Conservancy banner.
- Assist in broadening and maintaining the Conservancy and park's network of creative affiliations with individual artists and organizations. Connect with artists and arts organizations in northeast Ohio to develop collaborative projects.
- Pursue professional development opportunities to achieve greater cultural consciousness such as participating in Diversity, Equity and Inclusion trainings and workshops. Endeavor to consider the people, places, and cultures that might be missing from your work and look for opportunities to increase inclusivity in all the work you do.
- Serve as an active participant in the Conservancy/NPS health and wellness team.
- Share information with key Conservancy staff and Committee members, National Park Service staff, funding community and other stakeholders that includes data, anecdotes, reports, presentations, white papers, etc., regarding the results and benefits delivered.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.
- Other duties as assigned.

Minimum Qualifications:

- Post-Secondary Education or relevant experience required.
- Minimum four years' experience in program leadership, administration and supervision.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- Proven success in developing and implementation of consistently profitable programming.
- Proven success establishing diverse working partnerships with organizations with successful programming outcomes.
- Ability to effectively present information to management, colleagues, staff and public groups.
- Ability to work in a team environment as well as operate independently.
- Ability to speak, read, and write clearly and coherently in the English language.
- Employee must have a valid driver's license and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.
- All employees of the Conservancy are required to pass a background check prior to the start of employment. Employees who will be working at the Cuyahoga Valley Environmental Education Center must be fingerprinted for a background check in the state of Ohio and an FBI criminal record check prior to the start of employment due to the presence of children. These employees must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

Status/Pay/Benefits: Full-Time exempt, salary range is \$38,000 – 40,000. Excellent benefits package including medical and dental coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading Community Program Manager. This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.