
Oak Chapel United Ministries (OCUM) is a ministry of Oak Chapel United Methodist Church. We are seeking someone bilingual with project manager skills and experience to effectively and efficiently manage the operation of a new food and resource Hub for Montgomery County, Maryland in the 20906 zip code area.

POSITION: Hub Project Director (full-time, contractual)

SUPERVISOR: Hub Executive Director

POSITION SUMMARY

Oak Chapel United Ministries, located in the Layhill/Aspen Hill area of Silver Spring, is in search of a project director to oversee all services offered by Oak Chapel United Ministries. They will be responsible for the delivery and overall success of all Hub services, establish community partnerships to develop a consolidated services hub, and oversee acquiring and spending of fund for the Hub. The project director will supervise all staff and inform senior management on progress and performance. This is a temporary position until June 30, 2022 with potential to be extended.

The Program Director must have a broad knowledge of program management principles. They must have a strategic mindset and be able to lead and develop the staff. The goal is to ensure every program will be delivered successfully and add the highest possible value to the organization.

The Program Director will have proven office management skills, proficient computer skills, and excellent organizational skills. The Program Director will be skilled in the use of office equipment (including but not limited to copiers, computers, cell phones, paper cutters) and software required for office operations, especially Microsoft Office Suite, Google Suite, and QuickBooks. May require ability to operate heavy machinery (such as pallet jacks, truck lifts, etc.), as well as drive a van and a truck, and lift upwards of 30 pounds.

The Program Director will be a servant leader. Maintains a respectful, hospitable demeanor at all times on the job. Works in a friendly, flexible, and supportive manner with staff, volunteers, customers, and partners.

PREFERRED CRITERIA

Special consideration given to bilingual (Spanish) or proficient Spanish speaking candidate due to the demographics of service area.

Applicant needs a driver's license and clean driving record.

Applicant needs own transportation. Able to drive a van and a truck.

HOURS AND COMPENSATION

The position is full-time.

Salary: \$60,000 plus eligible for health insurance.

Start Date: July 1, 2021

End Date: June 30, 2022

Potential to be extended to a later date.

DUTIES AND RESPONSIBILITIES

- Establish and nurture relationships with staff, senior management, community partners, volunteers, and donors.
- Provide and facilitate outreach to the community with an understanding of the needs of the residents in the 20906 greater community.
- Participate in meetings as needed with partner organizations, other Hubs and County Regional Service Directors to provide updates on Hub activities.
- Participate in staff meetings and keep senior management informed with detailed and accurate reports or presentations.
- Communicate with the DHHS liaison to the Hubs to report activities, partnerships, and to address issues or concerns that may arise.
- Ensure all reports are sufficiently submitted to senior management and all required organizations.
- Develop communications, as needed, electronically, on social media, the website, mailers, etc.
- Assist Operations Manager with planning programs from start to completion involving deadlines, milestones and processes.
- Perform all HR functions, including but not limited to developing position descriptions, participating on hiring team, evaluating staff, developing schedules, securing background checks, overseeing onboarding process and paperwork, and offering quarterly staff development.
- Devise evaluation strategies to monitor performance and determine the need for improvements.
- Perform financial functions, including but not limited to developing and monitoring budgets, developing, receiving, reviewing, and submitting invoices, tracking funding and spending, soliciting grants and other funding, cultivating donors and soliciting donations.
- Provide all documentation for funding.
- Serve as facilities manager.
- Oversee and coordinate all services and partnerships (vision clinics, vaccine clinics, etc.).
- Supervise all programs and project managers to provide feedback, resolve problems and ensure effective and efficient operations.
- Ensure program operations and activities adhere to legal guidelines and internal policies.
- Initiate and set goals for programs according to the strategic objectives of the organization.
- Work with Executive Team (Executive Director, Manager, Treasurer, and Business Administrator) to seek and secure funding and funding sources.
- Serve as a member of the Strategic Planning Team and Executive Team.
- All other duties assigned by Senior Management relative to the position.

TECHNICAL SKILLS AND REQUIREMENTS

- Proven experience as program director or other managerial position
- Excellent knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills
- Degree or qualified experience in business or non-profit management
- Computer Proficiency and proficiency in Microsoft Office Suite and Google Suite
- Driver's License and Transportation
- Good Driving Record
- Ability to lift heavy objects.

If interested in the position, please send a resume to Dr. Sherri Wood-Powe, Hub Executive Director, oakchapelpastor@gmail.com.