



**C. Waldo Scott Center for H.O.P.E.
3100 Wickham Avenue
Newport News, VA 23607
757-244-9223**

POSITION ANNOUNCEMENT

Position: Program Manager
Component: C. Waldo Scott Center Administration
Classification: Exempt

Purpose of Position: Experienced Program Manager to assist with the strategic development, implementation, and evaluation of programs and services offered by the C. Waldo Scott Center. To ensure that programs and services are delivered meeting agency standards and provide desired outcomes.

Qualifications: Proven experience as a Program Manager or other managerial position. Bachelor's Degree in management or relevant field. Thorough understanding of project/program management techniques and methods. Outstanding time management and organizational skills. Excellent problem solving ability. Must have good writing and presentation skills. Must have and maintain a valid Virginia Operator's License.

Duties: Assist the Executive Director with preparation of proposals/grants within required timelines. Conduct research regarding various programs/services as assigned by Executive Director. To assist with developing strategic plan for recruitment of program/service participants. Provide reports to Executive Director regarding assigned projects, as directed. Provide written and/or oral reports to the Board of Trustees as requested by the Executive Director. Perform other duties as assigned.

Salary: Salary range of **\$24,960 - \$31,200**, which is commensurate with education and experience. Compensation package includes Health Insurance. Thirty (30) hours per week.

Application: C. Waldo Scott Center's application may be accessed via website (www.scottcenter.org/images/documents/employmentapp.pdf) or you may come to the C. Waldo Scott Center to secure an application. Interested applicants may send a resume with completed application. For additional information please email: info@scottcenter.org or call (757) 244-9223

Closing Date: Applications accepted until position is filled.

The C. Waldo Scott Center is an Equal Opportunity Employer