



Job Description

Job Title: REV Program Manager
Date: 8/1/2023
Category: Regular Full-Time
Reports To: Executive Director
FLSA Status: Exempt
Location: Eastern Oregon University, La Grande, Oregon

ORGANIZATION SUMMARY

Wallowa Resources (WR) is a community-based 501(c)3 nonprofit corporation, established in 1996 with leadership from Wallowa County Commissioners. Since then, WR has worked to bring people together to empower rural communities to create strong economies and healthy landscapes through land stewardship, education, and job creation. We strive to balance rural economic well-being with the stewardship and conservation of its resources, preserving each rural area's heritage of making a living from the land.

The Rural Engagement and Vitality Center (REV) is a partnership program between Wallowa Resources and Eastern Oregon University focused on improving economic vitality, community engagement, workforce development, and student engagement throughout eastern Oregon. The REV's mission is to create partnerships between Eastern Oregon University and entities in Eastern Oregon to enhance the vitality of the region and develop tomorrow's rural workforce and leaders. Its vision is a diverse, vibrant, thriving eastern Oregon. Its role is to engage EOU's faculty and students in workforce development and community projects to support economic development, land use and regional planning, arts and culture, and education and youth strategies in partnership with other organizations, businesses, and local groups.

JOB SUMMARY

The REV Program Manager is responsible to work across disciplines both on and off-campus to increase eastern Oregon's vitality through workforce development efforts and community activation while participating in and leading a wide variety of community development and engagement projects. The REV Program Manager will work with community groups, business owners, and partner organizations to facilitate the active engagement of EOU's faculty and students in the revitalization of the region. The REV Program Manager is evaluated by the REV management committee, which includes the WR Executive Director and EOU's VP for University Advancement.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Maintain and enhance relationships with stakeholders in the region. Convene and facilitate meetings to identify and develop workforce development and community engagement opportunities suitable for the REV.
- Provide leadership, guidance, and oversight for EOU staff, faculty, and students to execute priority projects that assist existing businesses, new entrepreneurs, local government, public agencies, and community organizations with the planning and execution of projects that enhance regional vitality or expand workforce opportunities.

- Coordinate and provide administrative support to workforce development and community engagement programs.
- Research and apply for grants to support priority projects.
- Develop a programming and sponsorship plan that increases demand for workforce development (including internship and part-time employment placement) and economic investment.
- Lead small and large group meetings to gain consensus and advance local, county, and regional initiatives.
- Attend and participate in community programs and meetings.
- Assist the Executive Director and EOU's VP for University Advancement with special projects.
- Other duties as assigned.

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

The following are the minimum levels required to successfully perform the Essential Job Duties and Responsibilities.

- Ability to work independently and in a team environment.
- Successful experience leading groups in a committee environment focused on a common goal.
- Interest in, and understanding of, workforce development, community engagement, and regional planning.
- Solid time management skills; ability to handle multiple projects, meet deadlines, and function independently in a busy office environment. Must have demonstrated experience managing multiple projects at once.
- Strong written and oral communication skills.
- Shows attention to detail in his/her work.
- Experience in working with students and faculty in an academic environment.
- Demonstrated problem-solving skills and ability to independently and thoroughly seek out answers to problems and questions.
- Passionate about workforce development, community engagement, and the idea of people working together to create positive change. Has demonstrated vision and creativity.
- Personable and positive attitude, both within the office and out in the community.
- Proficient in platforms such as Asana, Monday, Salesforce, Hubspot, Microsoft Word, Excel, PowerPoint, and Outlook. Graphic design experience will be looked upon favorably.
- Demonstrated experience working with diverse groups of people.
- Ability to work a flexible schedule, including evenings and weekends, in order to attend community meetings and events.
- Background in community planning, community development, and/or economic development is preferred.
- Bachelor's degree and at least three years of relevant experience. Master's degree preferred. Must have a valid driver's license and have own transportation.