



Programs Manager Job Description

OVERVIEW

The Programs Manager oversees day-to-day programs, projects, and events at the Oregon Frontier Chamber of Commerce. This role involves managing existing programs, developing new initiatives, and supporting the Executive Director in enhancing team workflows and process efficiency. This is a part time role requiring in person attendance three or more days a week in Condon, Oregon.

POSITION RESPONSIBILITIES

Operational Responsibilities

- Manage operational workflow using project management software, optimizing operations, and making necessary recommendations.
- Prepare, facilitate, and manage various meetings involving staff, board members, membership, and community partners.
- Support membership sales by actively promoting membership to non-member businesses and organizations.
- Provide support and coordination to the Chamber's ambassador network.

Programmatic Responsibilities

- Lead programs and oversee their development stages including timelines, marketing, effectiveness, and financial tracking.
- Assist in coordinating and executing regular events.
- Develop and manage a communications calendar, overseeing social media, website, articles, e-newsletters, and other communication channels.

Development Responsibilities

- Collaborate with the Executive Director on new funding methods and strategies.
- Establish enhancement processes for existing programs and events to maximize their impact.
- Contribute to building a resilient strategic plan supporting members, donors, and the community.

SKILLS & QUALIFICATIONS

General Skills

The Programs Manager must possess exceptional interpersonal skills, the ability to make sound decisions independently and communicate effectively with staff and external audiences. They navigate politically sensitive situations strategically and diplomatically. Strong project management, organizational skills, and public speaking ability are crucial for stakeholder engagement.

An enthusiasm for implementing sustainable business practices, a team-oriented mindset, and a passion for expanding the Chamber's services are essential qualities.

Position Qualifications

Basic Requirements:

- High school diploma.
- Proficiency in Microsoft Office Suite, Zoom, Canva and Google.
- Valid driver's license and reliable transportation.
- Travel by car and air, including occasional overnight stays.
- Reside within Gillam, Sherman, or Wheeler counties.
- Demonstrated reliability, timeliness, and ability to work independently.

Preferred Qualifications:

- Associate degree or higher in a related field
- Two years of project management experience.
- Proficiency in project management software (e.g., Growthzone, Trello, Asana).

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The majority of the position is performed in person at the Chamber office in Condon. Remote work is permissible as agreed upon by the Executive Director. The position requires local and regional travel, including occasional evening and weekend work. Physical demands include lifting up to 75 pounds occasionally.

SALARY AND BENEFITS

This is a part-time position of approximately 20 hours per week (.5 FTE) that requires flexible hours. Wages, dependent on experience. Paid personal days are offered and subject to annual accrual. The Chamber provides unconventional benefits for a comfortable, energized, and flexible work environment.

TO APPLY

Position open until filled. To apply, send a cover letter and resume outlining your interest and qualifications by email to chamber@oregonfrontierchamber.com