



**P.O. Box 638, Yarmouth Port, MA 02675  
508-760-8187**

### **Program Director:**

The Program Director will be responsible for all aspects of CARE programs and serve as program lead for NOAA Grant/Coalition. The Program Director will also assist the Executive Director and the Board of Directors with fundraising related to programs.

### **NOAA GRANT/TCCC COALITION MANAGEMENT**

- Responsible for leading and implementing the NOAA Grant/Take Care Cape Cod (TCCC) Coalition.
- Responsible for the identification, cultivation and outreach to existing and new partners.
- Responsible for creation of reusable feasibility study and oversight of a trial reusable program.
- Coordinate and facilitate all Coalition meetings to include technical assistance training, educational presentations, resource partner meetings, and civic engagement/listening sessions.
- Creating educational handouts, coordinating public panel discussions including press and marketing,
- Creating case studies and best management practices documents,
- Assist in the training and supervision of an AmeriCorps service member for tasks related to NOAA Grant/Coalition, if one is assigned to CARE.
- Facilitate assessment & documentation
- Track grant finances and programmatic outputs to produce reports as needed

### **PROGRAM MANAGEMENT**

- Responsible for the implementation and management of CARE programs to include: TCCC and subprograms such as Recycling Ambassadors and Summit, as well additional programs such as CARE Day, Cape Crusaders, and Cooking with CARE.
- Responsible for the development of program budgets and performing program evaluations.
- Responsible for managing Volunteer Program, to include creation/updating of program material, recruitment, assignment, and cultivation.

- Serve as CARE representative on the TCCC Collaborative, to include being responsible for programmatic components of the annual Take Care Cape Cod Summit.
- In conjunction with the Executive Director, assist in the planning, organization, and execution of the organization's programs.

### **MARKETING/COMMUNICATIONS**

- Responsible for all marketing and communications related to Take Care Cape Cod and the Take Care Cape Cod Coalition, to include TCCC website, Facebook and Instagram accounts, press releases, and event listings.
- Assist Executive Director with overall CARE marketing plan related to communicating program impacts/needs.

### **FUNDRAISING**

- Assist in the identification and application of funding opportunities for programmatic needs.
- Assist ED and Board with donor relations and grant development.

### **QUALIFICATIONS**

- Proven work/volunteer experiences related to Programming, Grassroots Advocacy, Community Outreach, Volunteer Management, or similar roles
- Established network of contacts within the Cape & Islands Region.
- Excellent written and verbal communication skills
- Leadership ability
- Degree in Environmental Science, Sustainability, Education or related field preferred.

**SALARY/BENEFITS:** This is a full-time, contract/exempt position, reporting to the Executive Director based on Cape Cod. This position will require working outside of normal business hours, including occasional evenings and weekends. \$45,000 - \$50,000, PTO to include Federal Holidays, and 40 hours of earned sick time annually. CARE is an Equal Opportunity Employer and will not discriminate on the basis of gender, race, ethnicity, or orientation