



**Rural Alaska Community Action Program, Inc.**  
**JOB DESCRIPTION**

**Job Title:** Community Development Manager      **Class:** Exempt  
**Department:** Community Development      **Range:** 16  
**Division:** Community Development      **Supervisor:** Division Director

**JOB SUMMARY:** Manages all activities of the Community Development Division’s youth development and wellness programs, including the Resource Basket, the Rural Providers’ Conference, and other youth development and community wellness initiatives serving rural Alaska. This position is responsible for program planning, budgeting, implementation reporting, evaluation and promotion, and staff recruitment, training and supervision.

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*This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions (please refer to the Human Resources Department for any reasonable accommodations.)*

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

- 1. Program Management** – Manages all program activities; including staff support; oversees logistical and administrative support for program activities; responds to program inquiries and employment applications; submits quarterly progress reports and program final reports. Knowledgeable regarding RurAL CAP and program policies, procedures and regulations; ensures staff and program participant are in compliance with policies, procedures and regulations.  
  
Conducts recruitment, orientation, training, supervision and evaluation of program staff; implements RurAL CAP policies and procedures; motivates staff through positive role-modeling, mentoring and coaching; fosters team-building and professional development opportunities for staff in alignment with RurAL CAP’s mission, vision and goals.
- 2. Planning and Needs Assessment** – Conducts youth development, wellness program planning and needs assessment. This process is with added input from community leaders, program customers and stakeholders, program staff, advisory group members, funding sources, evaluators and other rural service providers.

3. **Program Implementation** – Manages and oversees the coordination and implementation of youth development and wellness program activities. Oversees technical support, training, grant management and other services provided to program recipients. Manages the selection of contractors and the development and delivery of program contracts. Approves program handbooks and educational materials; approves training agendas, arrangements for facilitators, speakers, site facilities, meals, refreshments and ground transportation; ensures travel and accommodations are coordinated in accordance with policy and procedures.
4. **Financial Management** – Manages and develops budgets, and assures fiscal accountability for grant program funds; coordinates with accounting staff to assure timely and accurate reporting of financial information; approves and monitors expenditures, including the purchasing and distribution of program supplies, materials and equipment; develops cost-effective strategies for the best use of program funds.
5. **Reporting and Evaluation** - Documents program activities; manages the collection and recording of appropriate program information in agency and program databases; prepares reports to meet program reporting requirements; organizes and provides support for program evaluation activities.
6. **Information Dissemination and Program Promotion** – Manages the production and distribution of technical information, curriculum, webinars, program websites, periodic bulletins or newsletters, and other program materials; works with community leaders, program staff and funding sources to publicize and promote program activities and accomplishments.
7. **Partnership and Program Development** – Develops and coordinates the participation and support of a statewide, youth development Advisory Council, including convening quarterly meetings. Serves as the staff contact for Advisory Council members and program funding partners, keeping them informed, as well as soliciting their advice on appropriate matters affecting project operations. Develops new or expanded funding opportunities with Division Director based on RurAL CAP’s Applied Strategic Plan, needs assessments, and community feedback. Represents RurAL CAP at conferences and networking events. Assists with the preparation of funding applications and program budgets.
8. **Program Support** - Performs other duties as assigned to support Community Development programs at the request of the Community Development Division Director.

**OTHER RESPONSIBILITIES:**

1. Performs other duties as assigned.

**WORK ACTIVITIES:**

1. Proven ability to work independently and as part of a team and demonstrate initiative and creative problem solving.
2. Supervisory Responsibility - This position manages all employees of the department and is responsible for the performance management and hiring of the employees within the department.

**COMPETENCIES, SKILLS, AND ABILITIES:**

1. Ability to endure work fluctuations, meet deadlines, and limit interruptions.
2. Able to establish good rapport with people of diverse cultures and belief systems.
3. Ability to work in a team-oriented environment that can be fast paced and demanding. Must be self-directed, have excellent initiative and organizational skills.

4. Ability to manage work time well, prioritize and meet deadlines.
5. Position requires extensive networking, teamwork with other employees, and an ability to share information and speak in open forums in front of groups.
6. Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine.

**WORK ENVIRONMENT/JOB CONDITIONS:**

1. Agency is a mandated tobacco, drug and alcohol free workplace.
2. This job operates in an office setting and the role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets and fax machines.
3. Must be able to work weekends, and long hours during occasional peak work periods.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 25 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials.
2. Occasional performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things.
3. Must be in good general health and free from serious physical, mental health and/or substance abuse problems.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

**TRAVEL:** Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected. Occasional remote travel to rural Alaska Communities in Arctic Cold Climates.

**EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:**

1. Must be at least 18 years of age.
2. Must successfully pass a State of Alaska criminal background check.
3. BA plus three years of related experience or M.A, and (1) year experience, or seven years professional experience in youth development or wellness program management, rural community development, or related fields.
4. Technical experience in youth development, public health or wellness fields.
5. Working knowledge of rural Alaska; ability to travel to rural program sites.

6. Demonstrated effective oral and written communication skills including expertise in cross-cultural communication
7. Experience with program planning, budgeting, implementation, evaluation and reporting. Experience organizing special events, facilitating training, and providing long-distance support and staff supervision.
8. Experience in strategic planning, developing priorities and developing and implementing plans to meet goals and targets.
9. Capable of reading, understanding, and following written procedures and policies related to job responsibilities.
10. Responsible work ethic with reliable attendance.
11. Demonstrated ability to work effectively in a team environment.
12. Proven ability and willingness to be self-directed in problem-solving and decision-making and perform basic assignment with little or no direct supervision while also working effectively as a team member.
13. Demonstrated intermediate level of computer skills necessary in order to use and create documents and reports, spreadsheets, workshop materials and slide presentations, and to enter data into intricate database programs and proficient use of Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.
14. Must keep all matters concerning participants in strictest confidence as required by HIPAA privacy and the 42 CFR, Part II confidentiality regulations.
15. Must have a valid driver's License and maintain a valid driver's license throughout the course of employment. Must provide a copy of current driving record from the Department of Motor Vehicles annually.
16. Must have an insured vehicle, present proof of insurance, and maintain proof of insurance throughout the course of employment.
17. Agency recommends annual TB screening and physical as part of employee's personal wellness plan (Recommendation – Not a requirement of this position)

**PREFERRED EDUCATION AND EXPERIENCE:**

1. Extensive knowledge of social, cultural and economic conditions in rural Alaska; experience working with Alaska Native populations.
  2. Familiarity with IBM Microsoft Word & Excel for Windows and desktop publishing.
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**EQUAL OPPORTUNITY STATEMENT (EEO)**

RurAL CAP is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, disability, protected veteran status or any other legal protected status. EOE: M/F/D/V.

Please note: This job description is not designed to cover or contain comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

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Employee's signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. RurAL CAP is an "at-will employer."

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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**Created By:**  
Catherine Clements

**Approved By:**  
Department Manager: \_\_\_\_\_  
Division Manager: \_\_\_\_\_  
Human Resources Director: \_\_\_\_\_  
Chief Executive Officer: \_\_\_\_\_

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**FOR HR AND PAYROLL ONLY**

<u>Work Comp</u>	<u>DOL Class</u>	<u>ESC Code</u>	<u>EEO Class</u>	<u>Area</u>
8810	Exempt	21-1099	Professionals	62