



Yakima and Selah Neighbors' Network
[Program Manager Job](#) Announcement

Position: Program Manager
Start Date: March 2019
Salary Range: \$20,000 to \$24,000 annual salary (part-time) negotiable
Closing date: February 28, 2019 or until filled

The Yakima and Selah Neighbors' Network (YSNN) is a local non-profit community organization created to provide support to members as they grow older, with the specific aim of helping individuals remain in their homes as long as possible and connected to the community. YSNN's service area is in the upper Yakima County, defined by the Selah, Yakima, Union Gap, East Valley and West Valley School Districts.

For an annual fee, members have easy access to a variety of free or discounted services, such as transportation to appointments and shopping, home maintenance help, pet services, and social, educational and wellness programs. Services are provided by volunteers, vetted professionals, and preferred providers.

YSNN is based on a proven model developed 16 years ago by the Beacon Hill Village in Boston, which evolved into a national aging-in-place movement coordinated by the Village-to-Village Network (vtovnetwork.org), of which we are a member.

Position Summary:

The Program Manager position initially is the only paid position within the organization and supports the work of each volunteer, paid provider and the Board of Directors to provide services and programs to our members. An essential responsibility is working with volunteers to meet the needs of members and to maintain a complete and accurate database and train and supervise volunteers who will assist him or her during peak workloads and time off. Additionally, the Program Manager will assist with planning

and implementing program and fundraising opportunities; engage in membership and sponsorship solicitation, maintain and update database information and website, act as volunteer coordinator.

Desired Qualifications:

- Knowledgeable and comfortable using standard computer programs, such as Microsoft Office, and willing to learn and manage Club Express database software and website designed at national level for groups like YSNN
- BA/BS degree with work experience in related social service desired.
- Management experience in a non-profit setting and experience working with (or as a member of) a non-profit board preferred

Knowledge, Skills and Abilities (KSA)

- Fundraising, member development and grant awards
- High-energy, creative problem-solver with vision and passion for fulfilling YSNN's mission
- Excellent oral and written communication skills
- Strong organizational and administrative skills
- Initiative and good judgment in prioritizing tasks
- Tact, diplomacy and sense of humor
- Flexibility and willingness to collaborate
- Ability to develop and work with budgets
- Ability to work effectively with Board, volunteers, and members

How to Apply:

Submit a cover letter, no more than two pages in length that includes why you want to be the Program Manager for YSNN, how you fulfill the KSA requirements and how you would address any gaps, along with a resume containing two current references and with sufficient information to address the desired qualifications.

Yakima and Selah Neighbors' Network
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