



POSITION DESCRIPTION: Millinocket Program Manager

The Northern Forest Center (the Center), founded in 1997 and headquartered in Concord, NH, is an entrepreneurial nonprofit organization with a mission to create bold possibilities that give rise to vibrant Northern Forest communities. We are a regional innovation and investment partner creating rural vibrancy by connecting people and economy to the forested landscape across Maine, New Hampshire, Vermont and New York. Our programs advance innovative strategies in community revitalization, the forest economy and regional strategy. Visit our website, www.northernforest.org, for more information.

The Center seeks a Millinocket Program Manager to oversee a portfolio of local projects and contribute as a member of our Community Investment team, to broader community revitalization efforts across the Northern Forest. We pride ourselves on being a positive, friendly, productive, and flexible place to work.

TITLE: Millinocket Program Manager (initially part-time, 25 hours per week)

REPORTS TO: Director of Community Investment

LOCATION: The Millinocket Program Manager will work from a home office in the Millinocket area.

SUMMARY: The Millinocket Program Manager will have primary responsibility for community development activities in the Millinocket area. This high-visibility role requires strong local relationships and ability to advance diverse projects in partnership with others, all in service to the mission of creating a more vibrant community. The Center's work environment requires the ability to work independently while also collaborating closely with a highly integrated team of professional staff and networks of partner organizations. Creativity, ambition, a problem-solving attitude, and flexibility will help the Program Manager excel in this role.

Responsibilities

- **Community Relationships:** Represent the Center in the community. Create and maintain relationships with area stakeholders. Participate in community and regional partnerships.
- **Community Capacity Services:** Work with Center staff and local advisors to update and implement a community development workplan. Activities will include, among others:
 - Grant-writing for high-priority local projects
 - Managing small grant distribution to partners
 - Ensuring that individual projects advance in a timely and organized manner
- **Destination Development Support:** Assist Center staff in implementing Millinocket area destination development projects, including recreation strategy development, business assistance, and regional marketing efforts.
- **Property Redevelopment:** Evaluate potential redevelopment opportunities and identify properties for investment. Work with Center team to manage property redevelopment process and contractors.
- **Property Management Oversight:** Supervise contracted property management of six residential housing properties with 11 total units. Assist tenant screening and evaluate rental rates. Help develop property improvement plans and manage tenant relationships.

- **Organizational Development:** Contribute to regular Center staff and team meetings to advance our collective understanding of community investment strategies and impacts. Track local “measures of success” in accordance with the Center’s evaluation framework.

Pending growth of the Center’s programming and resources across the Northern Forest, the Program Manager’s responsibilities and hours may increase over time.

Qualifications

- Excellent inter-personal and communications skills and an ability to work well and foster collaboration among a wide range of people.
- Experience with community outreach, organizing, and group facilitation.
- Demonstrated ability to manage projects effectively and resolve difficult situations.
- Proficiency with Microsoft Office suite and web-based communications and research.
- Ability to travel regularly in and around the Millinocket area, and occasionally throughout the four-state region, sometimes overnight.
- Knowledge about property redevelopment, construction contracting, and real estate markets is desirable.
- Personal experience living and/or working in the Millinocket area (within a roughly 1-hour drive time) is a plus

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Wage and Benefits: Starting wage of \$25/hour commensurate with experience, beginning at 25 hours/week. The Center offers a benefits package prorated to percentage of full-time work.

To Apply: Applications will be accepted until the position is filled. Please submit a cover letter and resume detailing your interest and qualifications to resume@northernforest.org with the subject line “Millinocket Program Manager.” No calls, please.

The Northern Forest Center is committed to the principles of diversity, equity and inclusion and is proud to maintain employment practices based upon individual qualification, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs, or disability.