



DR. MARTIN LUTHER KING, JR. COMMUNITY CENTER

20 Dr. Marcus Wheatland Blvd.
Newport RI 02840
P 401.846.4828
www.MLKCCenter.org

JOB DESCRIPTION

JOB TITLE: Community Program Manager

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Administration

REPORTS TO: Executive Director

EFFECTIVE DATE: 10/18/2024

SUMMARY:

The Dr. Martin Luther King, Jr. Community Center in Newport, Rhode Island is seeking a full-time Community Program Manager to start as soon as possible. This position offers paid-time off, health, dental, vision and life insurance, a 3% retirement match, and 75% subsidized childcare benefits.

The MLK Community Center is a central service provider for at-risk individuals, families, and seniors. An independent nonprofit, the MLK Community Center fights hunger, promotes health, educates young and school-aged children, supports families, and engages seniors. We nourish, educate and support Newport County residents to improve their economic, social, and physical well-being.

DUTIES AND RESPONSIBILITIES:

- Develop, outline and schedule all existing community programs, including exercise programs, ArtLink, MLK Friends Lunches & Dinners, Senior Lunch & Learn, L.E.A.D., Live from the Loading Dock Concerts and Santa's Workshop.
- Develop, outline, and schedule new community programs, both recurring and one-time
- Coordinate with volunteers and staff members on logistics, details, and expectations of programs prior to launch. Delegate responsibilities to and manage volunteers and staff members during program activities.
- Be a resource for all volunteers to make sure programs are run smoothly.
- Set up a sign-up system for clients
- Gather and organize materials to execute programs successfully, including purchasing and inventory.
- Track, record, and maintain data related to all community programs.
- Engage and check in with clients who attend community programs
- Maintain relationships with counterparts at other area nonprofits and organizations to successfully execute programming
- Collaborate with development team to execute successful marketing of community programs.
- Receive deliveries and donations when necessary
- Produce, edit and distribute monthly program calendar
- Client support services & referrals
- Performs any other duties as they pertain to the overall needs of the organization as required.



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SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Associate's Degree (AA) or equivalent from a two-year college or technical school, or six months to one year related experience and/or training, or equivalent combination of education and experience.
- **Computer skills required:**
 - Spreadsheet Software (Excel);
 - Word Processing Software (Word); and
 - Electronic Mail Software (Outlook).
 - PantrySoft or similar inventory program
- **Other skills required:**
 - Associate degree or higher preferred.
 - Ability to work both independently and as part of a team.
 - Capacity to juggle competing tasks and responsibilities.
 - Belief in the Center's mission, values, and guiding principles
 - Very meticulous.
 - Proficiency in Microsoft Office (Outlook, Word, Excel)-required.

COMPETENCIES:

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

SALARY RANGE:

The starting salary range for this position is \$50,000 - \$55,000.

Submit resume to jobs@mlkccenter.org