

Montgomery Housing Partnership (MHP) is seeking a full-time **PROGRAMS MANAGER, COMMUNITY LIFE SERVICES**, to serve in the Community Life Department.

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Summary Job Description: Reporting to the Director of Resident Services (DRS), the Programs Manager, Community Life Services will ensure the success and quality of the educational and human services programs offered at selected MHP owned affordable housing located in Montgomery County.

Primary Responsibilities:

- Oversee the social programs at selected properties.
- Ensure the regular delivery of information through meetings, etc.
- Lead programs when a teacher is absent.
- Supervise employees and volunteers.
- Facilitate resident meetings for different sites in English and Spanish.
- Process timesheets on a timely manner for contract workers.
- Create and translate documents for meetings and presentations.
- Help with the CL toy drive.
- Review lesson plans.
- Work with vendors and partners.
- Supervise AmeriCorps' interns.
- Oversee more than two programs/sites
- Network with local agencies/institutions.

Qualifications:

- Bachelor's degree or college credits in the areas of social work or family development.
- Four years plus of community building/development experience.
- Experience working closely with people of diverse backgrounds and populations at risk.
- Certifications in early childhood education and/or early childhood development is a plus.

Primary skills:

- Community Building/Engagement/Event Coordination
- Project Management/Administration
- Volunteer Management/Development
- Verbal and Written Communications

Expectations:

- Highly motivated individual with the ability to exercise initiative and leadership
- Able to independently manage and administer several community programs

- Excellent oral and written communication skills
- Strong computer skills
- Must be flexible and able to work some evenings and weekends
- Must be bilingual (English and Spanish)

Compensation: Salary will be based on applicable experience.

Application Process: To apply, please submit your resume, a one-page cover letter, and salary requirements, to lina.davila@marcumllp.com. Please include the job title “**Programs Manager, Community Life Services**” in the subject line of your email. The cover letter should address why you’re excited to work at Montgomery Housing Partnership and why you’re qualified for this position.