

Nevada Job Order Bulletin Board Print Document

Job Order: **595468**

Print Date: **3/18/2022 9:54:01 AM**

Job Title: **Director (Pahrump, NV.)**

Type of Job: **Regular**

Job Time Type: **Full Time (32 Hours or More)**

Job Description:

Under the direction of the CEO, NyE Communities Coalition is seeking an experienced, enthusiastic person who is committed to creating change. The Director will provide oversight and ensure delivery of the projects under a division of NyECC.

We are looking for an individual who has previous experience and training with grant / project management, process development, effective supervision, and group management. This person must have a bachelor's degree in social service, business, education, or associated degree. Being a part of NyE Communities Coalition requires following the mission: "To grow healthy organizations, people and environments" and representing that mission to the community.

Key Skills

- **Provide project management, accountability, and oversight, including writing reports, summaries, and documents.**
- **Serve as the conduit of information between and among local, statewide, and national partners.**
- **Coordinate and facilitate regularly occurring organizational, local, and regional teams and committees.**
- **Create and compile reports, needs assessment, environmental scans, and gaps analysis.**
- **Provide supervision of staff and contractors; along with support for volunteers.**
- **Provide data and information to funders, evaluators, state, federal government and local core team; utilizing lessons learned to ensure ongoing quality improvement and to implement evidence based programs.**
- **Examine, develop and implement plan for sustaining projects, including grant writing and reporting.**
- **Nevada Driver's License and the ability to travel locally, regionally, and occasionally within the US.**
- **Pass a background check and drug screening**

Hours Per Week

Salaried 40 hour work week and occasional weekend and evening responsibilities.

QUALIFICATIONS:

- **High level of knowledge in health, wellness, employment, and community organizing along with a general understanding of grant/project management.**
- **Aptitude to supervise others and coordinate collaboration among staff and partners.**
- **Proficiency with modern office methods, practices, procedures, computer equipment and common software.**
- **Ability to comprehend at a high level, and communicate clearly and concisely, both orally and in writing.**

EDUCATION AND EXPERIENCE:

Must have Bachelor's Degree, preferably in social service / nutrition / community health / education field.

Master's Degree preferred but will consider experience. Experience coordinating projects. Experience supervising others and creating collaborations.

How to Apply

**Locals can apply in person at NyE Communities Coalition locations,
1020 E. Wilson Rd. Pahrump NV 89048**

or

**1 Frankie Street
Tonopah, NV 89049**

If out of the area applicants may submit resume to Carol@nyecc.org.

For more Information on this position contact the resource room at 775-727-9970 Opt 1

Minimum Age: **18**

Hiring Requirements: **Drug Testing/Screening, Background Checks**

Education Level: **Bachelor's Degree**

Requires a Drivers License: **Yes, Operator License**

Pay Comments: **DOE (Depends on Experience)**

Benefits: **Medical, Dental, Vision, Vacation, Holidays, Sick Leave, Retirement/Pension**

Job Application Methods Accepted: **At the Nearest One-Stop**

Employer requests only Veterans apply: **None Selected**

Application Comments:

Apply in person at the NyE Communities Coalition and Career Connections at 1020 E Wilson Street, Pahrump, NV. 89048 by calling 775-727-9970 OPT. 1 for an appointment.

NyECC is adapting to current conditions to ensure the safety of everyone. Please plan to practice safe social distancing and wear a mask when you are on our campus.

Employer Information:

Confidential Information