**Looking for a Manager 2**

**Location:** Tonopah Nevada

**Job Title:** Tonopah Site Manager

**Job Description**

Under the direction of the CEO, NyE Communities Coalition is seeking an experienced, enthusiastic person who is committed to creating community change. The Tonopah Site Manager will provide staff and project oversight and ensure delivery of the goals and objectives for Northern Nye and Esmeralda Counties from the Tonopah Office.

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, or degree nearing completion in social service, business, or associated degree. Being 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**

* Effectively supervise personnel, supporting them in the delivery and accountability of grant deliverables.
* Provide project / grant management and oversight, including writing reports, summaries, and documents.
* Deliver programmatic activities including workforce development, coalition building, prevention supports, and wellness initiatives.
* Serve as the conduit of information between and among internal staff along with local and statewide partners.
* Coordinate and facilitate regularly occurring local and regional teams and committees.
* Create and compile needs assessment, environmental scans, and gaps analysis.
* Provide daily supervision of staff and contractors; along with support for and supervision of volunteers.
* 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.

**Pay Range:** Salary Exempt: $46,000

**QUALIFICATIONS:**

* Aptitude to supervise others and coordinate collaboration among staff and partners.
* Understanding of community organizing along with a general knowledge of substance misuse, prevention, and

grant/project management.

* Understanding of workforce development, local employment conditions and needs.
* 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.
* Driver’s License / Reliable Transportation
* Able to pass a background screening

**EDUCATION AND EXPERIENCE:** Must have Bachelor’s Degree, preferably in social service / nutrition / community health / business field (or nearing completion). Experience managing projects. Experience supervising others and creating collaborations.

**How to Apply**

Please submit your resume and a completed application via email to [carol@nyecc.org](mailto:carol@nyecc.org)

Applications are available at the below address or by contacting Carol Downs

NyE Communities Coalition

1020 E. Wilson Rd. Pahrump NV 89048

carol@nyecc.org

For Information on this position contact Carol Downs, HR

775-727-9970 x 217