



Family Futures Downeast

Program Administrator

Full-time, grant funded position until January 2018

General Position Information: This temporary position (2 years) will work with the Family Futures Downeast (FFD) Director to ensure project implementation meets program goals and timelines and to ensure appropriate programmatic oversight and reporting of all FFD activities. This will support the FFD mission and help implement and sustain FFD and Rural IMPACT strategies at the University of Maine Machias (UMM) campus and the Washington County Community College (WCCC) campus. The Program Administrator will participate in FFD advisory board meetings monthly as a means to coordinate and engage in effective communication with all FFD key partners, as well as engage in appropriate sub-committee work of the initiative and coach four students. The right candidate must have the ability to supervise and lead coaches, mentors and students and to work with the Director to develop, implement programming to meet grant objectives; ability to track, maintain and analyze data to inform programmatic changes.

Compensation/Bargaining Unit: (\$34,522 – \$43,732), salary commensurate with education and experience. MEA Administrators Unit; Level II.

Benefits: health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, and sick and vacation time.

Minimum Qualifications: Bachelor's degree in Education, Counseling, Social Work, Administration or related field and 2-4 years' experience of supervisory work experience, preferably in an educational or non-profit setting and direct service experience working with low income families Desired: Master's degree in Administration, Education, Human Development or a Social service field with 3-5 years of demonstrated knowledge of working w/ low income families.

Application Process: Please submit a cover letter, resume, unofficial transcripts and list three professional references by Friday, June 17, 2016, to rleighton@wccc.me.edu or mail to Robyn Leighton, Human Resources & Payroll Coordinator; Washington County Community College; One College Drive, Calais, ME 04619. WCCC is an EO/AA Employer