



MIRA Bus Program Manager

Location: Different neighborhoods in Eagle County, Colorado

Start Date: ASAP

Employment Type: Full Time, Year Round

Pay Range: \$55,000.00 - \$65,000.00 (DOE DOQ)

Schedule: Typically Monday through Friday 9am - 5pm. May work some weekends.

About Us

Eagle Valley Community Foundation (EVCF) envisions a community that works together to build trust, hope, and wellness for all. EVCF provides access to programs and resources that support wellness, healthier food and other essential needs in our community while embracing individual dignity and a commitment to sustainability and quality.

MIRA Bus or Mobile Intercultural Resource Alliance is a single-stop, comprehensive and culturally relevant approach to resource connection and service delivery. MIRA seeks to improve systems of service delivery and increase accessibility of community resources by bringing services and programs directly into neighborhoods and community places via a culturally relevant approach, trusted leadership, and consistent data collection. Please visit our website for more information at: www.eaglevalleycf.org.

Position Summary:

Would you like to work with the company that won Best Small Nonprofit of the Year? Join our team at the MIRA Bus! managed by the Eagle Valley Community Foundation (EVCF).

We are looking for a dynamic, mission-driven leader who is passionate about leading hands-on operations, fostering growth as well as developing and managing the MIRA Bus projects and staff. The MIRA Bus Program Manager will be working an average of 40 hours per week, with a flexible work schedule. If you enjoy being connected with our community, have passion for helping others, and want to be a part toward creating a positive change in our Valley, please apply for this role!

Job Duties:

- Plan and execute MIRA Bus program planning, implementation and evaluation in the most efficient manner possible with the guidance of EVCF Executive Director.
- Schedule monthly providers and partners to come to the bus and deliver free services and resources.
- Evaluate monthly schedule and parking sites and assess if any changes are needed in regards to: locations, hours, and services.
- Create the monthly MIRA calendar with detailed information on locations, times and services.
- In conjunction with the Community Connector and Outreach Specialist manage the MIRA phone line.
- In conjunction with the Community Connector and Outreach Specialist oversee the functions of the main MIRA email.

- Ensure that MIRA staff receive adequate training on community building, community-based change, community needs, advocacy, new programs and services, etc.
- Attend Eagle Valley Community Foundation leadership team and plan and lead MIRA Bus weekly staff meetings.
- Frequently communicate and advertise relevant information with our community members and partners, such as our schedule, special events, new services offered, etc. via our monthly newsletter, emails, social media, text messages, radio, print ads, and any other appropriate communication channels.
- Maintain frequent communication with our established providers in health, dental, and other partner organizations, and work on creating new relationships with potential new providers.
- Plan and execute MIRA community events, relevant to the needs of the community.
- Maintain the MIRA website, our social media portals, prepare press releases for traditional radio and print media, and continue to manage the text message account.
- Create marketing and communication strategies for The MIRA Bus with the help of our Communication and Marketing Coordinator.
- Establish trusting relationships with community members and their families while providing general support and encouragement. In conjunction with the MIRA staff:
 - Provide ongoing follow-up, basic motivational interviewing and goal setting with community members.
 - Assist with gathering information/paperwork for applications, completing applications and registration forms.
 - Provide referrals for services to community agencies as appropriate.
 - Maintain appropriate knowledge of community resources in an effort to meet the needs of patients/families.
- Assist in developing and maintaining data collection tools for the MIRA Bus.
- Work with EVCF Leadership Team to ensure MIRA Programs meet annual financial goals.
- Understand the details of grants given to MIRA and fulfill the responsibilities of those grants.
- Responsible for interviewing, hiring, training, developing, and maintaining the team engaged and motivated.
- Responsible for coaching and managing the performance of all staff members.
- Support the overall development, organizational goals, and mission of the Eagle Valley Community Foundation.
- Work on the strategic planning of the MIRA bus in conjunction with the Executive Director.
- Ensure compliance in the operations, as well as communicate and enforce company policies and procedures to the members of the team.
- Manage accounts payable for the MIRA Bus project, oversees payroll for the team, and helps with year-end reporting.
- Create and manage the annual budget.
- Champion relationship-building with community organizations to foster collaboration, action, and results.
- Other duties as assigned.

Qualifications:

Bachelor's Degree in Health, Social Work, or Business Administration preferred.

A minimum of 2-4 years of relevant professional experience, required, including:

- Leading projects or programs and teams; nonprofit experience preferred
- Staff management
- Community work/ social work experience preferred

Excellent verbal and written communication skills.

Ability to establish relationships and build trust throughout the organization and with individuals from different cultures, as the Latinx community.

Strong organizational skills, detailed oriented.

Strong interpersonal skills.

Experience in event management, marketing, and public relations, preferred.

Spanish-language proficiency required (in verbal and written).

Strong computer skills and knowledge of Microsoft Office Suite and Google Suite .

Benefits

Comprehensive medical, and some dental insurance

Paid time off (PTO) and sick time

Professional development opportunities

Flexible work schedule

Ski pass reimbursement

Employee Assistance Program

12 paid holidays

How to Apply:

Interested candidates should submit a cover letter & resume to Virginia Lecea at virginia@eaglevalleycf.org.

Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion.