



## **MIRA Bus Program Manager**

### **Eagle Valley Community Foundation (EVCF)**

**Department:** MIRA Bus

**Reports To:** Executive Director

**Start Date:** ASAP

**Employment Status:** Full-time, Year-round

**Pay Status:** Exempt/Salary

**Location:** Different neighborhoods in Eagle County, Colorado, including El Jebel

**Hiring Pay Range:** \$70,000 - \$75,000

**Full Pay Range:** \$70,000 - \$85,000

### **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. Please visit our website for more information at: [www.eaglevalleycf.org](http://www.eaglevalleycf.org).

### **Position Summary**

The MIRA Program Manager leads the daily operations, strategy, and community impact of the MIRA Bus—Eagle Valley Community Foundation's mobile, bilingual, intercultural resource hub. MIRA brings essential health, wellness, and social services directly to neighborhoods, workplaces, and community sites across Eagle County, meeting people where they are and fostering trust, belonging, and access.

This role manages two mobile units, oversees a team of Community Health Workers, and cultivates strong partnerships with providers, community organizations, and residents. The Manager ensures high-quality service delivery, operational excellence, and alignment with EVCF's mission to strengthen families, improve access to care, and build community well-being.

### **Key Responsibilities**

#### **Program Leadership & Operations**

- Lead and manage the daily operations of two mobile healthcare and resource connection units.
- Plan, implement, and evaluate MIRA programming in collaboration with the Executive Director.
- Oversee bus logistics, including parking, maintenance, repairs, and operational readiness.
- Assess monthly schedules, locations, and service offerings; adjust based on community needs and partner feedback.

### **Team Management & Development**

- Supervise, coach, and support a team of Community Health Workers (CHW's).
- Lead hiring, onboarding, training, performance management, and annual evaluations.
- Foster a positive, mission-driven team culture grounded in trust, service, and community empowerment.
- Ensure staff receive ongoing training in community building, cultural responsiveness, and new programs.

### **Community Engagement & Service Delivery**

- Build trusting relationships with community members and families.
- Support CHWs in providing follow-up, motivational interviewing, goal-setting, and resource navigation.
- Maintain strong knowledge of community resources to ensure effective referrals.
- Plan and execute community events that reflect local needs and priorities.
- Manage, promote and report on different projects taking place at the MIRA Bus as: the Community Health Program, SNAP, Health Screenings, Immunizations, MIRA Esperanza, MIRA Tu Salud, Perinatal Program, Vision Screenings, Legal Clinics, Testing Clinics, etc.

### **Partnerships & Provider Coordination**

- Schedule and coordinate monthly providers and partners delivering free services on the bus.
- Maintain strong relationships with health, dental, behavioral health, legal, and social service partners.
- Identify and cultivate new partnerships to expand service offerings.
- Represent MIRA in partner meetings, community committees, and collaborative initiatives.

### **Communications & Outreach**

- Create the monthly MIRA calendar with detailed locations, times, and services.
- Oversee the MIRA phone line and main email inbox in collaboration with CHWs and outreach staff.
- Communicate program updates, schedules, and events through newsletters, social media, text messaging, radio, and print media.
- Maintain the MIRA website and support press releases and media engagement.
- Collaborate with the Communications & Marketing Coordinator to develop outreach strategies.

### **Program Administration & Compliance**

- Manage accounts payable, payroll oversight, and year-end reporting for the MIRA program.
- Create and manage the annual program budget.
- Ensure compliance with organizational policies, procedures, and safety standards.
- Understand and fulfill grant requirements, reporting obligations, and program metrics.
- Develop and maintain data collection tools to track impact and outcomes.

- Support strategic planning for MIRA in partnership with the Executive Director.

### **Organizational Leadership**

- Participate in EVCF leadership team meetings and lead weekly MIRA staff meetings.
- Prepare and deliver presentations, tours, and reports for partners, funders, and the Board of Directors.
- Collaborate across EVCF programs to advance organizational mission and shared goals.
- Manage volunteers, students, and interns to expand capacity and community reach.

### **Other Duties**

- Attend community meetings, partner events, and special events.
- Participate in community committees and working groups.
- Flexibility for occasional evenings and weekend events.
- Perform other duties as assigned to support organizational success.

### **Key Qualifications**

- Excellent verbal and written communication skills in English and Spanish
- Ability to build trust and strong relationships across cultures, especially within the Latinx community
- Strong organizational skills and attention to detail
- Effective interpersonal skills and a service-oriented mindset
- Proficiency with Microsoft Office Suite and Google Workspace
- Strong time management skills and ability to respond to changing needs
- Positive attitude, adaptability, and commitment to community well-being

### **A successful candidate will demonstrate:**

- Community-centered leadership
- Cultural humility and inclusive facilitation
- Strong organizational and planning skills
- Relationship-building and partnership development
- Problem-solving and adaptability
- Commitment to community empowerment and economic opportunity

### **Education & Experience**

- Bachelor's degree in Health, Social Work, Public Health, Business Administration, or related field preferred.
- Minimum 2–4 years of relevant professional experience (preferred), including:
  - Leading programs or projects; nonprofit experience
  - Supervising staff
  - Community-based work or social services experience
- Experience working with Latinx and immigrant communities



- Experience with data tracking, program evaluation, or grant reporting

**\*\*Job duties dependent on the award of future grants\*\***

## **Supervisory Responsibility**

- Direct supervision of Community Health Workers and oversight of volunteers, interns, and students.

## **Working Environment & Physical Demands**

- Ability to sit for extended periods performing computer work.
- Ability to stand, walk, bend, climb stairs/ladders, and perform various physical tasks.
- Ability to work outdoors in varying weather conditions.
- Regularly required to talk, hear, and engage with community members.
- Ability to lift and carry materials or event supplies (up to 25 lbs).
- Ability to operate office equipment and mobile unit systems.

## **Special Requirements**

- Must be eligible to work in the United States.

## **Benefits**

Comprehensive medical, dental and vision plans for the employee and dependents.

Flexible Time Off (FTO) and sick time

Retirement Plan with 3% full match

Paid Medical Leave

Professional development opportunities

Flexible work arrangements

13 paid holidays

## **Diversity, Equity and Inclusion**

Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion. We do not discriminate with regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics, national origin, disability, veteran status or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.