

Position: Community Center Program Manager - Vivalon

[Application Link](#)

The Community Center Program Manager will be responsible for the strategic planning and management of the Active Aging Center, Jackson Café, Brown Bag Pantry, the Healthy Aging Program and the Lifelong Learning Program.

The Manager works closely with other internal leaders and team members in the development, planning, implementation and evaluation of current and new programs and services for active older adults. The Manager also works externally to increase awareness, build collaborative partnerships and gain support within the community for our services.

The successful Manager will be skilled at managing people, guiding operations, pursuing strategic opportunities, and cultivating partnerships and business relationships in support of organizational goals and strategies.

Essential Functions:

- Oversee expansion of current, and development of new, programs and services that increase the health and wellbeing of our older adults, including not just nutrition but social connection, learning, information, and engagement.
- Develop, grow and refine the offerings of the Lifelong Learning Program and the Healthy Aging Program, including research, outreach and partnerships.
- Develop strong relationships with other agencies, community groups and businesses to support collaborative programming and services.
- Establish and achieve strategic goals for the organization that increase the number of people served and units of service delivered.
- Lead the development of annual plans that delineate operational and performance goals for each nutrition program and service area, as well as financial strategies, plans and budgets.
- Create and implement efficiencies, metrics and reporting that will drive new programs, new funding sources and data-driven decision-making.
- Leadership and supervisory responsibility for ongoing delivery of programs and services by team members.
- Inspire, motivate and develop team members to reach personal, team and organizational goals.
- Maximize use of the Jackson Café, including a significant increase in meals revenue.
- Responsible for programs and services budget including cost containment and revenue expansion.

Qualifications:

- *All Vivalon employees must be vaccinated against COVID-19 and receive the vaccine booster dose as soon as eligible*
- Five years of progressive responsibility in leading teams in the delivery of healthy aging or learning programs and services, including at least 2 years developing and growing new programs.
- Two years of experience working in the community to increase awareness, build partnerships and/or gain support for new ventures

- Experience in the health care industry or in community health and nutrition wellness programs is desired.
- Bachelor's Degree in related subject or equivalent education and experience
- Excellent presentation and communications skills
- Advanced Excel, Word, PowerPoint, email, CRM and project management tools, ability to identify and introduce productivity tools to teams.

Vivalon, formerly Whistlestop is Proud to be an Equal Opportunity Employer.