

# Bucks-Mont Collaborative

## Associate Director



**Overview:** The Associate Director will support Bucks-Mont Collaborative operations, with direct management of training and membership programs. This position requires administrative, outreach, and engagement skills with a commitment to Bucks-Mont Collaborative's mission and values.

The Bucks-Mont Collaborative is a nonprofit membership organization dedicated to fostering information and resource sharing, dialogue, and collaborative action that produces results-oriented impact on health and human services issues in Bucks and Montgomery Counties. [Learn more!](#)

### What to Expect:

- Rewarding and challenging work
- Respectful and caring work environment
- Opportunity to build more just, equitable and trauma- informed communities
- Flexible, hybrid schedule (remote workplace)
- Generous PTO



**Essential Functions and Responsibilities:** The Associate Director will support Collaborative operations with the Executive Director through strategic plan implementation, thought leadership, and ongoing administrative and communication needs. This position will directly manage membership and training programs:



### Membership Program Responsibilities

- 1) Coordinate all aspects of membership recruitment, retention, and strategic outreach, with annual goals of a 20% increase in membership revenue and 10% increase in total membership.
- 2) Communicate membership value through verbal and written communications, including presentations and community outreach.
- 3) Participate in virtual and in-person community and Chamber events to build relationships with potential and current members and sponsors.
- 4) Steward existing membership through responsive membership management, including communications and administrative support.



### Training Program Responsibilities

- 1) Administer a portfolio of trauma and DEIJ trainings, including trainer contracts and workshop scheduling, marketing, administration, and evaluation.
- 2) Manage the Volunteer Trainer Program for trauma workshops, including volunteer communications, scheduling, and support of ongoing volunteer trainer learning needs.



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- 3) Assess and respond to Health and Human Services (HHS) professional and community needs through Training Institute programs, growth and partnerships.
- 4) Partner with the Gwynedd Mercy University Bachelor of Social Work Program to coordinate CEUs for relevant trainings, membership meetings and the annual summit; offer certificate of attendance at relevant events.
- 5) Collaborate with the Executive Director to coordinate the annual community summit.



**Education/Experience:** All credentials and lived experience are welcome, with a preference for a community relations background.



### Professional and Personal Qualifications

- Passion for collaboration, learning, and social impact
- Commitment to social justice, particularly racial equity and justice
- Compassionate and effective interpersonal skills
- Motivated team player
- Detail-oriented organization
- Proficiency in Zoom, Constant Contact, and Microsoft products



**Compensation:** PT Position, with rate and hours depending on experience: \$24-30/hr, 24-32 hrs/week with benefits:

- Remote workplace
- 20 Days PTO
- Monthly Technology Stipend

**How to Apply:** Email your resume, cover letter, and favorite quote to [employment@bucksmontcollab.org](mailto:employment@bucksmontcollab.org).

**All applications must be received by January 20, 2023.** Thank you!

The Bucks-Mont Collaborative is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, gender, sexual orientation, gender identity or expression, veteran status or any other status protected under federal, state or local law. We are committed to B-JEDI work or belonging - justice, equity, diversity, and inclusion.

