



### Sweetwater Area Program Director

CLIMB Wyoming ([www.climbwyoming.org](http://www.climbwyoming.org)), a non-profit organization that trains and places low-income single mothers in careers that successfully support their families, is seeking a Program Director for its Sweetwater Area Program.

Qualified candidates will have:

- Leadership experience
- Experience promoting concepts and persuading action in a professional environment
- Proven negotiation skills
- A track record of demonstrating fortitude and creative problem solving
- A Professional presentation and appearance
- Experience building partnerships and maintaining relationships with business and community partners
- An innate curiosity and eagerness to learn
- The ability to listen without judgment
- Proven experience self initiating and problem solving
- High emotional intelligence and self awareness
- Some insight to our population or a similar demographic
- Planning and organizational skills

Job Duties will include:

- Providing organizational leadership for a team of 3, including an assistant and certified mental health provider
- Leading the program's research and planning efforts to identify local workforce needs
- Educating and persuading local business to provide employment opportunities for participants
- Negotiating compromise and short term goal setting for employers and participants
- Building effective and meaningful relationships with participants, donors, business and community partners
- Presenting the CLIMB program to community members in a wide variety of circumstances
- Oversight of all programming details
- Oversight of budget and expenditures
- Ensuring all staff members maintain a therapeutically supportive relationship with participants
- Effectively connecting the local CLIMB program to the statewide organization that includes a network of 5 additional sites located across the state and a business office located in Cheyenne, WY

To apply for this position, please send your cover letter and resume to Pamela Downing, Operations Director, at [pamela@climbwyoming.org](mailto:pamela@climbwyoming.org). Application screening for this position will begin immediately and the position will close without notice.

For additional information, please contact Pamela Downing at 307-778-4126 ext. 15.