



Laramie Assistant Program Director

The Opportunity

For 30 years, CLIMB Wyoming has successfully transitioned single mothers and their families out of poverty to financial self-sufficiency through career training and placement. CLIMB has been nationally recognized as one of the top organizations in the country moving families out of poverty.

CLIMB is offering an exciting opportunity for a strong advocate and collaborator to join our team as the Laramie Assistant Program Director. This position requires business acumen and a passion for relationships. Comfort with independently driving team initiatives, while maintaining the core principals of the CLIMB program, is essential.

You Are

- Passionate about working directly with those most in need
- Adept at building and maintaining Laramie community partnerships
- Effective at working collaboratively and efficiently with teams
- Able to manage team processes and projects, as well as anticipate and respond to site needs
- Experienced with general fiscal and administrative processes
- Known to have an innate curiosity and eagerness to learn
- Able to listen without judgment
- Known to have a high level of emotional intelligence and self-awareness
- Known for demonstrating fortitude and creative problem solving
- Experienced with troubleshooting technology effectively
- An excellent communicator, highly organized and have an eye for details

We Are

- Dedicated to providing the highest level of service to our participants
- An organization that requires consistent open, direct communication from all staff
- Committed to the respectful and timely resolution of tension and conflict

Required Experience/Skills

- Bachelor's degree
- 5+ years of relevant experience
- Some exposure to our population a plus

The Details

This position works directly with our participants and is responsible for assisting the Program Director in the organization, coordination and implementation of all aspects of the CLIMB Wyoming program model and site responsibilities. This position is also responsible for facilitating effective participant recruitment and advocacy.

- This position will report to the Laramie Program Director.
- This is a full-time 40-hour per week position with a salary range of \$47,000-50,000, and includes benefits.
- This position will close May 20, 2016.
- Please email your cover letter and resume to Jacqi at jacqi@climbwyoming.org. For questions, please contact Jacqi at 307-316-1444.
- CLIMB Wyoming is an Equal Opportunity Employer.