

Program Manager (Part-Time)

Circles Ashland – Ashland, VA

Organization Overview

Circles Ashland is a community-based nonprofit working to reduce poverty by building intentional relationships across income lines and supporting families as they move toward long-term stability. For ten years, we have partnered with local schools, agencies, businesses, and volunteers to help participants set goals, develop new skills, and connect with resources and supportive networks.

If you are committed to social justice, community connection, and practical solutions to poverty, we invite you to consider joining our team.

Position Summary

Circles Ashland is seeking a **part-time Program Manager** to coordinate and deliver the core components of the Circles program. This role is central to how we support families on their journey out of poverty: the Program Manager ensures that weekly cohort meetings run smoothly, volunteers are organized, data is accurate, and community partners remain engaged.

The ideal candidate will have experience in **social services, community or charitable organizations, program development, or project management**, and will be comfortable working with diverse populations. The Program Manager works closely with the Administrative Support Coordinator. Both positions report directly to the Board Chair.

Key Responsibilities

Program Operations & Cohort Support

- Coordinate weekly meetings, training sessions, orientations, and guest speakers.
- Develop and maintain the program calendar.
- Plan and support Family Fun Nights and other program events.
- Track, measure, and report program outcomes to the board as needed.

Volunteer Coordination

- Recruit, schedule, and coordinate volunteers for meals, childcare, and event support.
- Ensure volunteers have clear guidance and expectations.

Community Engagement & Partnerships

- Support outreach and relationship-building with agencies, nonprofits, schools, business partners, and other community stakeholders.
- Assist in developing and maintaining donor and partner communications.
- Prepare the annual report for board review.
- Draft the annual fundraising letter.

Communications & Development Support

- Provide program-related story ideas and examples for fundraising, marketing, and community messaging.

Financial & Compliance Responsibilities

- Ensure accuracy and timely submission of data and required reports to Circles USA.
- Research and notify the board of potential grant opportunities.
- Provide program data, outcomes, and narrative content to support grant applications.

Qualifications

- Strong organizational and project management skills.
- Experience working with volunteers or community partners preferred.
- Excellent written and verbal communication skills.
- Ability to collaborate with board members, volunteers, and community stakeholders.
- Comfort working with individuals and families from diverse socioeconomic backgrounds.
- Proficiency with standard office software and basic data tracking tools.

Compensation & Schedule

- **Part-time position** (approximately 20-25 hours per week).
- Compensation \$30-\$35 hourly.
- Some evening hours required for in-person program nights and special events.

Location Type

Hybrid

How to Apply

Qualified applicants should submit a **résumé and cover letter** to info@circlesashland.org with the subject line: **Program Manager – Circles Ashland**. Applications will be reviewed on a rolling basis until the position is filled.
