



## **POSITION DESCRIPTION**

### **Redwood Coast Chamber Foundation Program Manager**

**POSITION TYPE:** Full-time, non-exempt; reports to the CEO

**COMPENSATION:** \$32-34 per hour DOE, with benefits (health insurance, dental insurance, retirement, paid vacation and sick leave)

#### **POSITION SUMMARY**

The Redwood Coast Chamber Foundation (RCCF) is a 501c3 nonprofit established in 2023 by the Greater Eureka Chamber of Commerce to house expanded programming opportunities. While a separate affiliate organization, all employees working in RCCF programs and activities are employees of the Greater Eureka Chamber.

The RCCF Program Manager will be responsible, under the direction of the CEO, for facilitation and day-to-day management of programs housed within the organization. They include:

- Home in Humboldt, an emerging program to support local employers with recruitment and retention of employees from outside the county through personalized, “concierge” support for new employees as they arrive and settle into their community
- Leadership Redwood Coast, a five-month, cohort based, regional leadership fellowship
- Next Level, offering a variety of professional development opportunities to the community including the Redwood Coast Women’s Conference, management and leadership classes, and more

The RCCF Program Manager will also partner with the CEO and other team members to identify and secure funding to support programs, ensure budgets are adhered to, manage community partnerships, and fulfill the strategic direction of RCCF.

#### **QUALIFICATIONS**

- BA in nonprofit management, business, human resources, communications, marketing, or another related field
- Five or more years direct experience in program management and development, collaborating with cross-functional teams, and successful community partnerships to build and execute high-impact initiatives
- Lived experience in Humboldt County, with deep knowledge of the assets and challenges within the region, such as education, health care, housing, entertainment opportunities, and practical issues related to living in Humboldt
- Development and delivery of professional development curriculum for adult learners

- Demonstrated understanding of current trends and best practices related to RCCF programs
- Event management experience
- Excellent verbal and written communication skills and ability to interact with technical and non-technical audiences including cross-sector executives, managers, subject matter experts, and community members
- Ability to write professional reports, business correspondence, and project implementation plans
- Development and management of program budgets
- Strong problem-solving skills; detail-oriented; creative; practical
- Team player with a positive, hardworking, and steady aptitude
- Experience in effectively presenting information and respond to questions from program partners, funders, and the general public

### **DUTIES**

- Manage implementation of Home in Humboldt, serving as the primary Home in Humboldt concierge, ensuring high-quality experiences for participants; relationship and contract management with employers and participants
- Support program development and implementation for Leadership Redwood Coast, including agenda design, securing speakers, coordination and execution of logistics and elements of programming, and cohort management; this program is implemented in collaboration with the CEO
- Coordinate the Next Level professional development program, in collaboration with other Chamber employees and community partners, including identification of classes and speakers, marketing, and tracking outcomes; coordination of the annual Redwood Coast Women's Conference, in collaboration with planning committee
- Ensure all programs and projects are delivered with high quality and attention to timeliness of action, excellent communication both internally and externally, and appropriate management of resources
- Partner with Marketing Coordinator to organize marketing strategies for RCCF programs
- Support development of and track budgets and funding proposals for all RCCF programs in collaboration with the CEO and Operations Director
- Keep up to date on current trends and opportunities related to RCCF programs
- Represent RCCF at collaboration and community meetings as requested
- Optimize the program implementation process by proactively managing timelines and deliverables
- Prepare, submit, and track participation, needs assessments, and surveys
- Other duties as assigned, including support of other RCCF and Chamber events and activities when requested

### **OTHER REQUIREMENTS**

- Access to reliable transportation to occasionally travel throughout the region
- A valid California Driver's License
- Occasional evening and weekend hours
- Ability to lift and carry up to 35 pounds, climb stairs, walk a fair distance, sit and stand for prolonged periods
- Fluent spoken and written English required; intermediate Spanish preferred

**TECHNOLOGY**

- Microsoft Office Suite
- Google Suite
- Social media, including but not limited to Instagram, Facebook, LinkedIn
- Other online and software tools such as Constant Contact, Survey Monkey, Canva
- Customer relationship management (CRM) systems

**GREATER EUREKA CHAMBER OF COMMERCE**

The purpose of the Greater Eureka Chamber of Commerce is to advance the economic vitality of our community by serving as a catalyst for business growth, a convener of leaders, a champion for development, and an advocate for a thriving place to work and live.

The Greater Eureka Chamber of Commerce is an equal opportunity employer and is committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. Employment decisions, subject to the legitimate business requirements of the Greater Eureka Chamber of Commerce, are based solely on the individual's qualifications, merit, behavior and performance.

**REDWOOD COAST CHAMBER FOUNDATION**

The Redwood Coast Chamber Foundation (RCCF) fosters inclusive economic and community development for California's North Coast. As a result of our work, local businesses, nonprofits, schools and community members have expanded access to educational experiences and programming designed to support regional economic growth and resilience.

**TO APPLY:** Send your cover letter, resume, and references to [susan@eurekachamber.com](mailto:susan@eurekachamber.com) by no later than 5:00 pm, on Wednesday, July 15, 2026.