



Position Title	Department	Reports to
Director of Programming	Programming	Executive Director
Employment Status	FLSA Status	Closing Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	11/8/24

Background:

The No Boundaries Coalition is a resident-led advocacy organization building a unified and empowered Central West Baltimore across the boundaries of race, class, and neighborhood. We mobilize residents from seven 21217 neighborhoods to improve public safety, improve community engagement, increase access to healthy foods, increase opportunities for young people and increase civic participation.

To achieve these goals, we currently have a four-person Director level staff that runs a youth organizing program, a produce stall, civic campaigns, leadership development, and a policy and an engagement program that both organizes around issues and encourages participation and awareness of opportunities in 21217. The goal of this position is to build the Coalition’s capacity by assisting the Executive Director in advancing NBC’s areas of advocacy by being a sustained presence and leading a productive staff. This person will ensure that the needs of this culturally and economically diverse community are heard, recorded and identified.

Job Brief:

We are looking for a competent Director of Programming to undertake a variety of administrative and event management tasks. The candidate will assist in organizing events, programs, and activities as well as carry out essential operational duties.

To be an excellent Director of Programming, the candidate must be organized and detail-oriented; proficient in office management software and tools (Gmail, and Google Suites etc.); be comfortable working with diverse teams; consistently responding to request, emails, etc., in a timely fashion and, most importantly, an interest in the betterment of the Central West Baltimore Community.

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P. O. Box 12825, Baltimore, MD 21217 | 410-800-2452 | www.noboundariescoalition.com

Duties and responsibilities include, but are not limited to:

Program Management

- Oversee the programs and their day to day operations.
 - Provide strategic guidance and support to program directors in executing daily responsibilities and maintaining overall program health
- Supervise program directors and maintain general awareness of junior staff and contractor performance and effectiveness
- Conduct bi-annually performance reviews
- Organize and lead weekly Staff meetings

Office Management/Support

- Assist Administrative Team (Executive Director, Deputy Director, Operations Manager and the Development staff) with administrative duties as needed
- Reply to general phone, email and Facebook inquiries

Data Collection and Tracking

- Oversee accurate program records and prepare reports related to programs and activities especially as it relates to grant deliverables and metrics.
- Assist with grant applications and reports
- Assist with monthly organizational financial reports as needed
- Perform minor bookkeeping tasks

External Stakeholder Management

- Identify and assist in building lasting and reciprocal relationships with potential community partners
- Coordinate with partner organizations, city agencies and elected officials on upcoming community engagement efforts and priorities
- Distribute information and literature to residents.

Event Support

- Oversee, staff and support planning and coordination of program and Coalition events and activities
- Oversee program updates to organization's website and social media accounts

Human Resource Management

- Encourages professional development among staff and volunteers and assists staff with identifying their specialized role within organizational programming as a whole.
- Maintains a climate that attracts, keeps, and motivates a diverse, high-performing staff.
- Conducts regular and timely performance reviews of all staff.

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Minimum Requirements

Knowledge, skills and abilities

- 3-4 years of relevant work experience in community organizing or program development.
- Excellent time-management and organizational skills
- Must have supervisory experience
- Must have a valid driver's license and reliable transportation.
- Knowledge of and background in West Baltimore communities.
- Grant writing and tracking experience.
- Ability to work as part of a team and independently.
- Self motivated and reliable.
- Experience with volunteer management.

Preferred Requirements:

- Regular access to a personal vehicle strongly preferred
- A resident of Central West Baltimore
- A college graduate
- Have community organizing experience

Compensation:

This is a full time position with health benefits (medical insurance, dental, vision, 401k, etc...). Salary Starting at \$70,000 annually based on experience.

APPLICATION PROCESS

- Candidates should email a resume and cover letter to info@noboundariescoalition.com. With the subject line: Director of Programming Job Opening.
- Candidates may be required to provide references.
- No calls.

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