



Job Opening

Programs Director

Waterman's Community Center, a 501(c)(3) charitable corporation in North Haven, Maine, is seeking a hard working, energetic, and creative Programs Director. Applicant should be a versatile professional with program administration and/or program implementation experience and have an appreciation of the high level of community involvement needed for this undertaking to be successful. Job includes assessing programming needs, scheduling, organizing, administering, and documenting all Waterman's Community Center regular programs and special events as well as hands-on implementation and execution of year-round youth programs.

Position requires devotion to the arts, computer/internet proficiency, strong organizational and writing skills, basic knowledge of theater sound & lighting equipment, and interpersonal skills with people of all ages as well as a passion to see Waterman's thrive. Experience in non-profit or organizational programming strongly suggested but not required.

Program Director will be a member of a team working together to see that Waterman's Community Center achieves its mission of "**Community, Creativity, Connection**"

Hours: Full-time. Regularly including some weekend and evening hours.
Schedule flexibility a must.

Compensation: Salaried position based on \$18 - \$22/hour. Depending on experience and job performance

Benefits: Basic single person medical insurance
Paid Federal holidays & vacation days
Paid medical days after 6 months of employment
Matching retirement contributions after one year of employment.

Application Deadline: As soon as the right applicant has been found.

Waterman's is an Equal Opportunity Employer.
For application, job description and questions, please contact:

Christie Hallowell, Executive Director
Waterman's Community Center
PO Box 526 North Haven, ME 04853
207.867.2100 office@watermans.org