

**Position Title:** Right Track Resource Center Director

**Organizational Overview:** The mission of Right Track Resource Center (RTRC) is to provide a safe, warm, welcoming environment where any member of our community can find shelter, support, and pathways to housing stability. RTRC provides short- and long-term services to meet people's basic human needs for shelter, clothing, food, connection, community, and access to resources—especially housing related resources.

RTRC is currently fiscally sponsored by Northeast Oregon Network (NEON). NEON is a 501(c)3 nonprofit health collaborative serving Northeastern Oregon. NEON launched in 2004 from a small group of individuals who recognized the value of community collaboration in ensuring the health of our residents. Currently, NEON offers health insurance enrollment and navigation, support and training for Community Health Workers and other frontline professionals, and community health support services. We also support other community coalitions with the goal of creating a healthier Eastern Oregon.

NEON will be the employer for this position for the first year and will provide financial management support and mentorship for this position. It will be within the purview of this position to navigate the transition to independence from NEON in mid-2025.

**Position Summary:** Right Track Resource Center's Director will lead the day-to-day operations of the organization as well as build organizational capacity as it transitions to organizational and financial independence. The Director will work with the board of RTRC to solidify policies and set the strategic direction of the organization. Duties will include strategic leadership, building and stewarding community relationships, fundraising, grant writing and management, policy development, staff supervision, and program development. This position will maintain the Right Track Resource Center facility as a welcoming, inclusive, and non-judgmental space where houseless and housing insecure community members can access resources, support, and connection to the community.

**Compensation:** \$67,974 to \$76,273 annually for an expected 40 hour work week, set by NEON's standardized compensation scale. This position is salary exempt and fully benefited. NEON offers employee health, dental, life insurance, employee assistance program, retirement match, a flexible work schedule, professional development, and wellness incentives (90 minutes paid activity or wellness time per week as part of 40-hour schedule). This position will be eligible for yearly COLA (will take effect July 1) and step point wage increases.

**Working Conditions:** Generally, the schedule will be Monday through Friday, normal office hours, with occasional travel, weekend, and evening hours. As Director the position will be responsible for setting a schedule that works for the person hired as well as program operations. During the wintertime shelter hours, the position will need to have some responsiveness to after-hours emergency staff needs and may need to start either earlier or later to be responsive to shelter needs. NEON is committed to staff flexibility and wellbeing and will support the chosen candidate in setting a 40-hour work schedule that will meet program needs. A candidate must have a reliable personal vehicle for regional travel. Mileage will be reimbursed at the federal mileage rate.

**Work Location:** NEON is located in La Grande, Oregon, and duties will be performed at the Right Track Resource Center facility and throughout the community. Some regional travel for training may be required. NEON strives to provide a flexible and supportive work environment as the position allows.

**Skills and Competencies (may be demonstrated through lived, work, and volunteer experience as well as formal training and education):**

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and comfortable in a changing work environment while maintaining effectiveness and efficiency.
- **Leadership:** Positively influences others to achieve the organization's mission and purpose, both internally and externally.
- **Effective Communication:** Speak and write in a clear, thorough and timely manner using appropriate and effective tools and techniques that are trauma-informed and promote equity and inclusion. Will have the ability to address in person and online conflict and hostility using peaceful and nonviolent communication values and skills.
- **Strategic Thinking:** Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.
- **Organization:** Set priorities, monitor progress towards goals, and track progress of organizational projects and programs simultaneously.
- **Financial and Administrative Management:** Ensure that the organization is following best practices and compliance guidelines in fiscal and organizational operations.
- **Crisis Resolution:** The nature of the population served means that intense and crisis situations will come up. The candidate chosen should be able to navigate crisis situations calmly, following protocols and bringing in community resources as appropriate as well as supporting staff.
- **Calm Demeanor and Professional Boundaries:** The tone of the work environment is set by the individual at the top. It is essential that the RTRC Director lead the organization by demonstrating healthy behavior and appropriate professional boundaries with staff, volunteers, and community members served.
- **Problem Solving and Collaboration:** Demonstrate a combination of both independent problem solving abilities and strong investment in collaborative processes and skills.

**Desired Experience**

- **Education:** There is no formal education requirement, though applicants with a relevant bachelor's degree, graduate degree, or those with an exceptional amount of experience, will be more competitive.
- **Management:** At least 3 years of nonprofit program management and oversight, including responsibility for budgeting, outcomes tracking, and operations.
- **Grants Management:** Experience with grant writing and grants management, including creating budgets, completing grant reports, building tracking tools, and communicating with funders.
- **Fundraising:** Experience in small fundraising events, and building small to medium donor databases for annual giving.
- **Community Relationships:** Experience building and maintaining positive community relationships, which may include neighbors, guests, community partners, and city staff.
- **Supervisory Experience:** At least two years of supervisory experience, ideally including supervision of staff with lived experience of housing insecurity and/or Peers.

- **Lived Experience and/or Work Experience:** Lived experience of housing insecurity or work serving houseless and housing insecure community members, preferably in a remote and rural setting.

**Technology Applications:** Skills in commonly used technology platforms including Microsoft Outlook, Excel, and Zoom are required to perform the duties of this position, as well as the ability to learn new technology and help others use basic technology.

**How to Apply:** Submit questions and/or a current resume and cover letter that address the experience and job duties above to Stephanie VanLeuven, Umbrella Program Manager, at [svanleuven@neonoregon.org](mailto:svanleuven@neonoregon.org). This position is open until filled. Interviews are expected to begin in Mid-May 2024.

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