

JOIN our amazing team! MAKE a difference!

Do you excel at leading projects, driving results, and making an impact?

Are you a strategic thinker who thrives in a fast-paced, dynamic environment?

Do you enjoy leading teams, solving complex challenges, and bringing ideas to life?

Are you highly organized and passionate about managing programs that make a difference?



Wenatchee Valley Dispute Resolution Center, a 501(c)(3) nonprofit, is seeking candidates to expand our team and advance our mission of changing relationships through peaceful conflict resolution.

WVDRC staff work closely, jointly, and supportively with the Executive Director and volunteers to effectively support and nurture conflict resolution programs and services.

A position with WVDRC is an ideal opportunity for a thoughtful, systems-minded, organized, and experienced individual who believes wholeheartedly in our mission and is committed to working collaboratively to strengthen our organization.

About Wenatchee Valley Dispute Resolution Center:

Wenatchee Valley Dispute Resolution Center (WVDRC) is a nonprofit 501(c)(3) organization serving Chelan and Douglas counties and dedicated to changing relationships through peaceful conflict resolution. Together with our team of volunteer mediators, the WVDRC provides cost effective mediation services, conflict resolution training, and community education.

About the Position:

We are currently seeking a Program Manager to develop and manage the variety of programs and services offered by Wenatchee Valley Dispute Resolution Center. The Program Manager will work closely with the Executive Director to oversee, coordinate, and support the organization of programs, projects, grants, events, and other activities as well as carry out important operational duties. To be an excellent Program Manager, you must be organized and detail-oriented, comfortable working with diverse teams, and able to work a flexible schedule.

Requirements & Experience:

AA or BS/BA degree required

2-5 years of experience supervising staff, programs, and services

Bilingual in Spanish encouraged

Willingness to learn mediation skills

Overview of Duties and Responsibilities:

- **Program Services Development & Management** Coordinate with the Executive Director and other staff by performing a variety of duties in support of program development, implementation and supervision
- **Data & Reporting** – Collect, analyze, and present program metrics to inform strategic decisions and ensure compliance with grants and funding requirements.
- **Technology & Communication** – Utilize digital tools effectively to manage program data, outreach efforts, and administrative tasks.
- **Stakeholder Engagement** – Build and strengthen relationships with volunteers, donors, and community partners through strategic communication and event coordination.
- **Operations & Budgeting** – Support financial planning, monitor expenditures, and help develop sustainable funding strategies.

Skills:

- **Leadership & Collaboration** – Proven ability to manage teams, support volunteers, and foster an inclusive, mission-driven environment
- **Tech Proficiency** – Experience using digital platforms for administration
- **Strong Communication & Public Relations** – Ability to craft compelling messaging, respond to inquiries, and represent the organization professionally and positively.
- **Detail-Oriented & Organized** – Adept at balancing multiple tasks with efficiency and precision.

Working Conditions & Physical Requirements:

- *The position is based in an office environment but requires travel to events and errands including outreach, training, community networking, and meetings. There is frequent contact with the public in a variety of ways including in-person, phone/email/virtual, indoors, and outdoors. Some travel out of Wenatchee may be required for program needs or training. Some evening and weekend work required.*
- *While performing the duties of this job, the employee is occasionally required to lift and/or move up to 25 pounds. The employee is regularly required to sit at a computer for long periods of time; walk; use hands to finger, handle, or feel; bend and reach with hands and arms; and talk or hear.*

Location: Wenatchee

Hours: Full-time

Pay Range: \$30-33/hour

Benefits: Simple IRA retirement option with 3% company match; PTO (paid time off); Health & Wellness stipend or Health Insurance option

To apply: Submit cover letter, resume, and three professional references to Jennifer Talbot, Executive Director, at info@wvdr.org.

Use the subject line: Job Application, Position, (YOUR NAME)

www.wvdr.org