



REBUILDING TOGETHER of SOUTH LAKE COUNTY, INC.

Program Manager

Rebuilding Together of South Lake County, Inc. (RTSLC, Inc.) is seeking a Part-time Program Manager Position.

Description: The Program Manager is responsible for maintaining the records of RTSLC, Inc. including, but not limited to, the policies, bylaws, communications, press releases, fund raising lists, donors lists, house sponsors, clients serviced, applications, agendas, minutes, and official records of the corporation at the discretion of the Board of Directors. Further the Program Manager is expected to update and seek new donors, process homeowner applications according to the policies of the corporation, compile and submit grant applications, send and receive all communications both written and electronic, and oversight of press releases.

Hours and Wages: Office hours of eight to ten (8 to 10) hours per week at ten dollars (\$10.00) per hour.

Independent Contractor: This position is considered an Independent Contractor (Contractor) position with an employment contract allowing the Contractor to set priorities for work to be accomplished and time necessary to accomplish tasks. Contractor is allow to seek other employment opportunities as he/she deems appropriate provided notification is made to the Board of RTSLC, Inc.

Office Location and Mileage: The RTSLC, Inc. offices are located at 1450 E. Joliet, Suite 202 Crown Point, IN. Mileage will be paid to Program Manager at current IRS approved rates for all mileage directly associated with travel specific to job responsibilities and duties.

Physical Duties: The physical duties of this position are limited in scope and do not require the lifting of over fifty pounds (50 lbs.). The Program Manager is expected hold and maintain a valid driver's license, be able to use a computer and/or laptop with various software programs such as Word, Excel, Power Point, Publisher, Google, Office, Outlook, and other Microsoft programs.

Job Offer Process: This position is open beginning Monday, December 1st, 2014 thru Wednesday, December 31st, 2014. Applications will be reviewed by the Board of Directors and interviews, if any, will be conducted the week of January 5th, 2014 either by phone or in person. An Independent Contractor Agreement is expected to be authorized by the Board of Directors and the final candidate no later than January 12th, 2015 for presentation to the Board of Directors on their January 12th, 2015 meeting. All applicants must submit a resume of experience including current positions held, and to be held while working for RTSLC, Inc. Applications can be sent via email or mail to the following:

Email applications to: RTSLC, Inc.
Program Manager
Timbrown.associates@gmail.com

Mail applications to: RTSLC, Inc.
Program Manager
P.O. Box 665
Crown Point, IN. 46308