

# Program Manager (Contract)

**Sammy's Place / Oregon COAST Network**

**Location:** Remote with regular travel across Clatsop, Tillamook, and Lincoln Counties

**Contract Term:** Through June 30, 2027 (grant-funded; continuation dependent on funding)

**Compensation:** Hourly, DOE + qualifications

**Reports To:** Executive Director

## Position Summary

Sammy's Place is seeking a Program Manager to oversee the following core programs:

1. **Emergency Preparedness Program** – improving trauma-informed emergency response and readiness for individuals with intellectual and developmental disabilities (I/DD)
2. **Home Readiness & Thompson Springs Applications** – supporting individuals with I/DD through housing education, application processes, and readiness for homeownership or stable housing
3. **Self-Advocacy & Family Network Programs** – empowering individuals with I/DD and their families through education, peer connection, and community engagement; includes support for self-advocacy skill-building, family support groups, and navigation of systems such as education (K–12), services, and community resources

This role is responsible for planning, coordinating, and delivering grant-funded programs, building community partnerships, and ensuring individuals with I/DD are supported in an accessible, respectful, and effective way.

## Responsibilities

### Program Implementation & Oversight

- Lead day-to-day execution of emergency preparedness and housing readiness programs
- Develop and manage program timelines, deliverables, and reporting requirements
- Ensure alignment with grant expectations
- Track progress toward goals, including participation targets and outcomes

### Participant Support (IDD-Focused)

- Ensure all programming is accessible, inclusive, and person-centered
- Apply best practices in I/DD services and trauma-informed care
- Provide guidance and problem-solving support for participants and families

### Reporting & Administration

- Maintain clear documentation of program activities and outcomes
- Submit monthly updates and milestone reports
- Support data tracking for grant compliance and evaluation
- Coordinate closely with the Executive Director on strategy and adjustments

## Qualifications

- Experience in program management, community programs, or grant-funded work
- Strong organizational skills with ability to manage multiple projects
- Excellent communication and relationship-building skills
- Ability to work independently in a remote, self-directed environment
- Familiarity with housing systems, emergency services, or social services is a plus

## To Apply

- Email resume and cover to [jaimier@oregoncoaast.org](mailto:jaimier@oregoncoaast.org)
- Application deadline May 15, 2026 - Interviews begin June 8th