

VILLAGE OF FRIENDSHIP HEIGHTS

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Assistant Program Director Village of Friendship Heights

The Village of Friendship Heights, a local government in Chevy Chase, Maryland, is seeking an Assistant Program Director to help plan and implement a full schedule of recreational and educational programming for the Friendship Heights Village Center. The Village Center is an award-winning community center with a reputable professional atmosphere.

This 30-hour per week position includes a full and competitive benefits package. Garage parking is provided. This position will work closely with the Program Director to produce Village Center programs, including coordinating class schedules and instructors; assisting with writing and producing the Village newsletter; managing advertising in the newsletter; planning and accompanying trips; and publicizing events via the Village's website and social media accounts. Occasional evening and weekend hours are required.

Interested applicants can send resumes to applications@friendshipheightsmd.gov. The full job description is posted on our website, www.friendshipheightsmd.gov, on the What's New? page, under "Staff/Volunteer Opportunities."

Education and experience will be considered in evaluating applicants. The most qualified applicants may be considered for an interview. The Village of Friendship Heights is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

Posted 4/7/25

Job Description

ASSISTANT PROGRAM DIRECTOR (PART-TIME)

General Function

Under the direction and supervision of and evaluation by the Village Manager or designee, the Assistant Program Director assists with the implementation of policies and decisions as directed by the Council.

Specific duties include but are not necessarily limited to:

1. Assist Program Director with research and planning for events, with particular emphasis on programs for young professionals and children.
2. Chaperone trips as requested and assist with hospitality for special events on evenings and weekends as scheduled. Public-facing position that engages with residents in a customer-friendly atmosphere and requires creative problem-solving.
3. Assist with the preparation of the monthly Village newsletter with the Program Director and Village Manager.
4. Coordinate ad requests for the Village newsletter, manage contracts, and arrange payment schedules with the bookkeeper. Solicit ads from local businesses. Review ad acceptance with the Program Director.
5. Coordinate class schedules with instructors. Issue and manage contracts to instructors and arrange payment schedules with the bookkeeper.
6. Generate monthly updates to Village website calendar blocks and activity sign-up pages. Upload pictures to the website's photo gallery and art gallery pages, write captions, and include attributions.
7. Write and post upcoming programming events on Village social media accounts; write and distribute Village alerts to targeted channels. Also, post appreciations and photos on the Village website when appropriate.

8. Design flyers and press releases and post them on Village social media accounts as directed by the Program Director and Village Manager.
9. Take photos/videos of Village events and programs and post them on the Village website and social media accounts.
10. Recruit and coordinate volunteers and Student Service Learning hour recipients.
11. Coordinate the selection of movies shown at Village Center and write synopses for the Village newsletter.
12. Familiarity with Google Workspace, WordPress, ActiveNet, Canva, Regroup, and Mvix programs preferred.
13. Perform other duties as assigned by the Program Director.

The Assistant Program Director is a part-time, 30-hour-per-week position with benefits, including employer-provided health/life insurance, annual and sick leave, paid holidays, and employer contribution to a retirement plan. Scheduling of time shall be coordinated through the Program Director, subject to the approval of the Village Manager. The pay range is \$30.77/hr to \$47.60/hr.

Posted 4/7/25