Program Manager

Position Summary

The Program Manager enhances community engagement by planning and executing social, educational, and recreational programs. This role coordinates with volunteer committees, leads outreach and marketing initiatives, and fosters a strong sense of neighborhood connection and pride.

Key Responsibilities

Program & Event Management

- Develop and manage a calendar of community events such as seasonal and holiday celebrations, movie and concert nights, and educational workshops,
- Hold a minimum of 12 events per year for all homeowners.
- Prepare event budgets in coordination with the HOA Board and ensure cost control.
- Secure venues, vendors, supplies, and permits.
- Use event management systems for ticketing and attendance tracking.
- Collect feedback and evaluate event success; recommend improvements.

Volunteer & Committee Coordination

- Act as liaison between the HOA Board and volunteer committees (e.g., Community Life, Safety, Welcome).
- Recruit, train, and support volunteers.
- Facilitate regular meetings with committee chairs to align efforts and communicate priorities.

Marketing & Communications

- Design and distribute promotional materials (flyers, newsletters, social media, website).
- Maintain the community calendar and send timely communications (email blasts, bulletin boards, HOA portal).
- Increase homeowner participation through targeted engagement strategies.
- Coordinate with McCormick Communities Marketing team.

Administrative & Operational Duties

- Maintain records (attendance, vendor contracts, permits, evaluations).
- Respond to homeowner inquiries related to events and committees.
- Ensure compliance with HOA governing documents and regulations.
- Manage welcome program and materials for new residents.

Qualifications & Skills

Qualifications

- Combination of education and experience demonstrating ability to perform listed skills.

Physical requirements

- Primarily involves office-based activities like sitting, standing, and using a computer for extended periods.
- Basic physical functions such as: walking, bending, and lifting up to 25 pounds occasionally.
- Clear speech and adequate hearing is required.
- Some activities may require the ability to work outdoors in various weather conditions and navigate uneven terrain.

Skills

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and basic design tools (e.g., Canva, Adobe Express).
- Familiarity with social media and email marketing platforms.
- Ability to work with diverse individuals, including in high-pressure situations.
- Basic budgeting and resource allocation knowledge.
- Research, analytical, and problem-solving skills.
- Effective team collaboration and interpersonal effectiveness.

Accountability

The Program Manager will report to the McCormick Communities Senior Manager and is required to keep a record of time spent in order to provide an accurate record to the Association. The position is based out of the McCormick Communities Office

This job description is intended as a guide and is not a comprehensive list of job duties.

Compensation

Part-time, hourly position

- Flexible hours/schedule
- Estimate the Program Manager position will average 20 hours per week.
- Hourly wage $28.00 - $30.00 DOE
- PTO earned at 1 hour/40 hours worked, 2 hours/40 hours worked (year 3-5), 3 hours/40 worked (years 5+)
- All employees can contribute to a Simple IRA retirement account. (Employer contributes after a 2-year vestment period.)

QUESTIONS? OR TO APPLY FOR THE POSITION:

- Contact Lindsey Johnson for more information: ljohnson@hoacommunitysolutions.com