Program Manager

Hughes Memorial Union (West Cornwall Public Library Association)

The West Cornwall Public Library Association (d.b.a. Hughes Memorial Union) seeks an energetic, hands-on Program Manager* to lead day-to-day operations for a growing community organization encompassing The Local retail market, the Wellness Collective, two organization-owned buildings and other programs. The role blends nonprofit and financial management, retail leadership, and facilities stewardship and is suited to someone equally comfortable with a spreadsheet, local vendors and makers, consultants, funders and government officials.

Reports to	Board of Directors
Status	Part-time, approximately 30 hours/week
Schedule	Weekday hours plus some weekend coverage at The Local (Fri/Sat); on-call for urgent building issues
Compensation	Approximately $40,000/year, commensurate with experience

Key Responsibilities

Organizational & Financial Management

- Manage cash operations for The Local, including vendor payouts, sublease receipts and bank deposits
- Oversee bookkeeping
- Coordinate with the outside accountant on budgets, filings, statements and payroll

Retail Operations Leadership (The Local)

- Direct day-to-day operations of the retail market — vendor relationships, merchandising and staffing.
- Provide or arrange for hands-on weekend coverage (Fri/Sat) and oversee point-of-sale operations.

Programming & Community Engagement

- Oversee scheduling and coordination for Union and Wellness Collective programming.
- Maintain the organization's public-facing presence: website, email communications, and community outreach.

Facilities & Property Management

- Serve as primary point of contact for contractors on maintenance, repairs, and grounds upkeep across both properties.
- Manage tenant relations, respond to urgent building issues, and ensure ongoing regulatory/health-code compliance.

Board Governance, Development & Staffing

- Support Board governance — help prepare materials and coordinate meetings.
- Lead grant research, writing, and reporting; cultivate funder relationships.
- Recruit, hire, and manage retail staff; coordinate contracted service providers.

Qualifications

- Experience in nonprofit or small-business operations management.
- Financial acumen — comfort with bookkeeping/QuickBooks and retail point-of-sale systems.
- Strong organizational, written, and interpersonal skills; comfortable juggling varied responsibilities.
- Valid driver's license; comfortable with light physical labor and basic facilities troubleshooting.
- Excellent communication skills
- Grant writing experience a plus.

**Overall leadership, detailed day-to-day procedures and task specifics will be reviewed during interviews and onboarding.*

To apply, email cover letter and resume to kate.campana@accesschallenge.org and brwhiteford@gmail.com