

JOB DESCRIPTION

JOB TITLE: Program Director	SALARY GRADE: upon experience
DEPARTMENT: Programming	
FLSA: Yes	
UNUSUAL WORKING CONDITIONS: constant driving, some weekends involved	
MANAGEMENT APPROVAL: Chief Program Officer	START DATE: June 15 th , 2019 or sooner

A. PURPOSE OF JOB

The Program Director is responsible for coordinating, planning, and overseeing all activities related to providing services to Latina adolescents and their mothers enrolled in this non-profit, community-based organization. The Program Director provides supervision for programming staff and interns and reports directly to the Chief Programming Officer.

B. JOB DUTIES (List the job responsibilities in descending order of importance and estimate the percent of time spent for each.)

- Assists Executive team with creating targets and outcomes for grant proposals.
- Assists in hiring and conducting performance evaluations of all programming staff.
- Plans and coordinates orientations for new programming staff members, interns, and volunteers.
- Supervises programming staff, work-study students, interns from local institutions of higher education, and all program volunteers.
- Ensures programming staff gathers pre and post data on program outcomes for grant and district reporting.
- Drafts and ensures Partnership Agreements with partnering schools and organizations are kept up to date.
- Oversees the implementation of Con Mi MADRE psychosocial-educational curriculum and our at-risk support groups within assigned targeted schools.
- Oversees the planning and implementation of conferences, fairs, college trips, college academies, Success workshops, CMM Graduation and volunteer opportunities.
- Will facilitate at least 2-3 psychosocial-educational groups to be able to still relate to direct practice in order to better support programming staff.
- Attend collaborative meetings in the community (specific to region) to network, increase awareness of program and build partnerships.
- Assists Chief Program Officer with preparation and management of program budget.
- Attends social work professional development conferences and workshops and ensures staff is up to date on continuing education credits.
- Manages the Program Coordinators recruitment and retention efforts of our mother and daughter teams.
- Collaborates with clinical program coordinator to manage the delivery of our individual counseling services.

C. MINIMUM QUALIFICATIONS (Indicate the education, experience, licensure, and training required to fulfill the essential duties of the job.)

- Master of Social Work degree required.

- 3-5 years' experience in working with Hispanic students and families, group facilitation, supervision, and programming development implementation
- The position requires a good driving record. Must possess a valid Driver's license with current car insurance
- Must pass pre-employment criminal background screen

D. KNOWLEDGE/SKILLS (Indicate the level of proficiency and complexity of knowledge/skills required to perform the job, e.g., technical skills, communication skills, professional knowledge, etc.)

- Fluent in English and Spanish
- Excellent written and verbal interpersonal communications skills
- Public speaking skills
- Strong organizational skills
- Ability to effectively work in a team environment
- Professional demeanor
- Demonstrated analytical/assessment skills
- Ability to work on overlapping projects, prioritize tasks and meet expected deadlines
- Experience providing social work services within a school setting and working with school administrators
- Direct service experience
- Training and curriculum development experience
- Knowledge of community resources
- Proficient in Word, Excel, PowerPoint
- Proficient in Google Documents, Google Excel and Google Drive

E. PHYSICAL REQUIREMENTS (Indicate the physical attributes needed to perform the job, e.g. lift x amount of pounds, stand, kneel, sit -percentage of time, etc.)

- Must be able to remain stationary position 80% of the time
- Must be able to remain standing for 20% of the time
- Must be able to lift between 15 to 25 lbs of materials
- Constantly operates a computer and other office machinery (printer/scanners)

F. SUPERVISORY RESPONSIBILITIES (State the title and number of employees supervised.)

- Program Coordinators 3-7
- BSW and MSW Interns 1-2
- *Clinical Coordinator 1-2 (not all chapters have this position)*

G. JOB CONTACTS (List the contacts in other departments or outside the company that are required as regular part of the job and for what purpose.)

- Community Partners
- Targeted school contacts
- Community businesses (in-kind goods)