



<b>Job Title:</b>	Program Director
<b>Reports to:</b>	Chief Programming Officer
<b>Salary Range:</b>	Commensurate with Experience
<b>FLSA Status:</b>	Exempt
<b>Job Location:</b>	Fort Worth, TX
<b>Work Week:</b>	Full-time, M-F, with some weekends/evenings as needed

## **SUMMARY**

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.

## **ESSENTIAL DUTIES**

- Assists Executive Team with creating targets and outcomes for grant proposals
- Assists in hiring and conducting performance evaluations of all programming staff
- Supervises programming staff, work-study students, interns from local institutions of higher education, and all program volunteers
- Plans and coordinates orientations for new programming staff members, interns, and volunteers
- Ensures programming staff gathers data on program outcomes for grant reporting
- Drafts and ensures Agreements and MOU's with programming partners and collaborators are kept up to date.

## **Program Responsibilities**

The Program Director will monitor and review programming in order to ensure that schedules are met, guidelines are adhered to, and performances are of adequate quality. Will plan and coordinate Fall, Spring, and Summer Program events. The Program Director will be responsible for coordination of special program events which include the following: Induction and Graduation ceremonies; oversee all program services and ensure services are provided in a competent manner. The Program Director coordinates recruitment efforts of new participants into the program and the Con Mi Hermana Program.

## **Program Development**

The Program Director will plan and facilitate groups at school campuses as needed. The Program Director will evaluate new and existing programming for sustainability and fidelity as well as assess the need for changes, using information such as audience surveys and feedback. They will confer with the Chief Program Officer to discuss programming services/evaluation, budget, and policies. Performs related duties as assigned.

## **Community Engagement Responsibilities**

The Program Director will provide students and their mothers with the skills, training, and information about community resources, which will help with their educational goals. Maintain regular contact with program participants and their mothers, and will attend community events and promote Con Mi MADRE services. The Program Director will present at professional conferences and/or fundraising events for the organization

## **QUALIFICATIONS, COMPETENCIES AND SKILLS REQUIREMENTS**

- Masters Degree in Social Work Required
- 3-5 years experience in working with Hispanic students and families, group facilitation, supervision, and programming development implementation
- Bilingual in English and Spanish
- Excellent written and verbal interpersonal communications 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

## **HOW TO APPLY**

To apply for this position, email cover letter and resume to [Casi@conmimadre.org](mailto:Casi@conmimadre.org). You may also mail your information to Con Mi MADRE at 4175 Freidrich Lane, Suite 200 Austin, Texas 78744.