

## Program Director - Job Description

(Open until filled)

**Job Title:** Program Director

**Reports To:** Executive Director

**Compensation:** \$87,000-\$96,000 (BOE)

**To Apply:** Send cover letter and resumes to: [newsnapajobs@gmail.com](mailto:newsnapajobs@gmail.com)

**Department:** Administrative

**FLSA Status:** Full Time, Non Exempt

**Benefits:** Medical, Dental, Vision, 401K, Life Insurance

### Agency Description

NEWS is honored to provide domestic violence and sexual abuse advocacy services throughout Napa County. Recognized as a distinguished and well respected nonprofit organization, NEWS believes that the pathways out of violence can be as individual as the people we serve. Our innovative programs and services reflect that belief. The agency was formed in 1981 to provide immediate safety assistance to people escaping violence. For over 40 years, NEWS has grown and expanded its services to include programs to address the whole person, including the needs of children who have been exposed to violence and abuse. Our team is grounded in the values of dignity and respect, both for those we serve and for ourselves. We are committed to continually working toward reducing domestic violence and sexual abuse, promoting healthy relationships and to building a violence free community for all.

### Position Summary

The Program Director provides overall management and direction to programs and program staff, as well as ensuring grant compliance and excellence in service. This position requires a proven ability to manage multiple tasks under time restraints, with a high degree of accuracy. This position requires the ability to exercise high ethical standards, express a respectful attitude towards all, and practice an inclusive and considerate attitude at all times.

### Required Skills

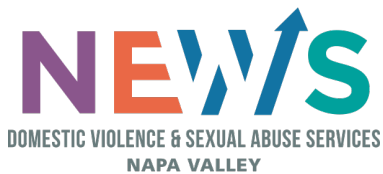
- Ability to make clear decisions in a fast paced, multifaceted and intense environment
- Ability to recognize and support staff who may experience vicarious trauma
- Exceptional listening and communication skills with the ability to educate and empower staff
- Ability to strategize solutions to issues that arise in program staffing, scheduling and overall program management
- Must keep the organization's mission, vision, and values at the forefront of decision making
- Have the ability to lead with the values of the organization at the forefront
- Work with a strong team approach and a commitment to create equity and inclusion

### Program Oversight

- Monitor & Evaluate program quality and outcomes
- Ensure compliance with all grants & contracts
- Support & supervise day to day operations
- Manage changes and developments within programs
- Review, complete, and submit all required program reports
- Coordinate staff trainings regarding grant deliverables and on-going staff education
- Make immediate decisions to support clients and staff

### Personnel Oversight

- Assist with job descriptions, recruitment, interviewing, and training of staff
- Conduct Program Manager Meetings
- Conduct Program Manager Reviews
- Work with Program Manager to ensure fidelity regarding all financial disbursements



- Conduct & supervise employee performance evaluations

### **Agency Development**

- Work effectively with Executive Team, Board of Directors, and partner agencies
- Attend weekly Directors meetings and submit Program Director reports
- Attend and assign community/collaborative meetings
- Create preliminary agency budget & cost allocations that support programs
- Support Finance Director with program budgets
- Support HR Director with personnel and policy issues

### **Education / Experience**

Advanced degree in Nonprofit Management, Program Administration, Public Health, or similar. 5+ years experience in crisis work, health/mental health related fields, or victim advocacy agencies. 2+ years supervising employees.

### **Language Skills**

Excellent written and oral communication skills. Ability to read, analyze, and interpret program grants & data reports. Ability to effectively present information and respond to questions from supervisors, peers, general public, etc. Excellent public speaking skills required. Bilingual (Spanish/English) candidates encouraged to apply.

### **Computer Skills, Certificates, Licenses, & Registrations**

Proven ability to work with a variety of programs including Word, Excel, Client Database, etc. Domestic Violence and Sexual Assault Counselor Certificate (or attain after hire). Valid California Driver's License required and current vehicle registration. Other mandatory certifications as needed.

### **Physical Demands & Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands and fingers to operate a computer and telephone keyboard. Employee may be required to help move small items less than 45 lbs. NEWS is dedicated to providing safety, hope, healing and empowerment for survivors of domestic and sexual abuse. Equally, NEWS is committed to promoting safe communities and social change through prevention, intervention, education, and advocacy throughout Napa County. It is our belief that in order to promote respect within the lives of those we serve, we must first start by respecting and honoring those we work with here at NEWS.

### **Equal Employment Opportunity**

NEWS is an equal opportunity employer. Federal and State laws and the Agency's policy prohibit employment discrimination against applicants for employment and employees on the basis of age, ancestry, sex/gender (including gender identity,) pregnancy, childbirth and related medical conditions, marital status, registered domestic partner status, medical condition related to cancer or genetic characteristic, national origin, physical or mental disability, race, religion, sexual orientation or veterans' status. Discrimination is also prohibited on the basis of a perception that a person has any of the above characteristics.

### **Intent of Job Description**

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a familiar level or difficulty.