



Job Title: Director of Programs	Annual Salary: \$57,000
FTE: 1.0	LAST UPDATE: April 2023
REPORTS TO: Executive Director	CLASSIFICATION: Full-time Exempt

Empower House provides transformative community health services, youth development programs, and advocacy opportunities that empower women and girls of color, their families and their communities.

Empower House roots its work in four essential values: solidarity, creativity, empathy, and collaboration. Our organizational philosophy is rooted in understanding the implications of the intersections of sexism, racism, and other forms of oppression for women and girls.

The ideal candidate for this position connects their passion for grassroots community transformation to our mission, vision and values, and has a clear understanding of the Promotora Model, Community Health, Youth Development, Restorative and Transformative Justice with a focus on community organizing and advocacy. Women, people of color, LGBTQ and nonbinary individuals are strongly encouraged to apply.

The Director of Programs is responsible for the operational success of Empower House programs: Community Health, Empower Youth, and Radio – ensuring seamless team management and professional development, program delivery, data management, continuous quality improvement and evaluation. The Director of Programs will directly supervise three Program Managers and the Data Analyst.

Responsibilities:

Leadership:

- Embody Empower House values
- Build a sense of ownership and cultivate leadership among program management team
- Develop new and nurture existing relationships with community partners and school districts with the goal of ensuring programmatic space, resources, and access to services
- Develop and implement strategies that will maximize synergies among program areas

- Be an external facing representative for Empower House program partnerships
- Be attentive to community needs, ensuring that programs are responsive to community
- Join the leadership team in developing strategies to enhance the overall health and well-being of Empower House

Team Management and Development:

- Lead annual goals and priorities process and build quarterly reflection and adjustment into the rhythms of programmatic work
- Support managers and strategize with them to achieve quarterly and annual goals and priorities
- Collaborate with managers to establish clear expectations for staff and programs rooted in job descriptions and program goals.
- Maintain clear expectations and mutual accountability among team members by modeling consistent oversight of individual and organization standards rooted in EHSA's mission, vision, and values.

Program Operational Management:

- Work in tandem with Data Analyst to ensure data accurately reflects programmatic work
- Monthly, quarterly, and annual reporting to funding partners
- Maintain consistent, clear, and objective program performance standards

Qualifications

This is an extraordinary opportunity for an individual with team management, supervisory skills, program development, and data management experience to grow and further develop proven programs. The successful candidate will direct and strengthen programs for sustainability and impact while partnering with the Executive Director and working collaboratively with the management team.

Specific knowledge/skills/abilities include:

- 7-10 years relevant experience
- **5 years experience in team management/supervisory**
- Demonstrated success developing and evaluating program models
- Results in selecting and successfully operationalizing innovative programs
- Strong project management experience with complex, multifaceted initiatives resulting in measurable successes and community impact
- Creating collaborative, high-performance, constructive peer groups
- Strengths in recruitment, selection, and retention of individuals and teams
- Experience in developing and empowering team members to elevate their levels of responsibility, span-of-control and performance
- Understanding of human resources, employee performance and improvement plans

- Excellent verbal and written communication skills
- Exceptional attention to details
- Commitment and passion for EHSA's Mission, vision, and values.

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodations for qualified individuals with disabilities.