



JOB DESCRIPTION

Title: Director of Programs
Status: Exempt, Full Time
Reports to: President & CEO

Description: Under the direction of the President and CEO, the Director of Programs is responsible for the development, implementation, coordination and marketing of PRO Youth and Families programs and services. The Director is also responsible for the supervision and support of PRO's part-time and full-time program team.

Responsibilities:

- Attends meetings and conferences related to programs and services as needed.
- Works closely with the Evaluation Director to design best practices for program evaluation and to meet the training needs of program staff of evaluation best-practices.
- Assist in recruiting and screening potential employees and interns.
- Evaluate employee's under the Director's direct supervision according to the Employee Handbook.
- Assist President & CEO in identifying and cultivating relationships with key school and district staff and community partners to develop a means for PRO to effectively implement its programs.
- Works closely with Management Team to increase overall awareness of PRO's mission, programs, and opportunities.
- Writes and prepares reports related to PRO Programs for current grant awards, grant proposals and Board updates.
- Works with the Chief Financial Officer with yearly budgets and monitors all expenses of those budgets.
- Other duties as may be assigned.

Knowledge of:

- Best Practice of Science-Based evaluation of programs and evaluation and outcome techniques.
- Issues related to at-risk youth, particularly those that relate to substance abuse, ethnic, cultural and geographic differences and the subsequent problems.
- Child welfare system and foster youth issues.
- Child development, parenting and healthy relationship education.
- Excellent written and verbal communication skills.

- Solid research skills and instructional savvy needed to create and present clear and effective instructional content.

Demonstrated Ability:

- Communicate and work effectively with individuals and families from diverse social, educational and cultural backgrounds.
- Analyze situations under pressure and carry out appropriate and effective action based on established procedures.
- Work independently, set priorities, develop goals and objectives and know when to seek guidance from President & CEO.
- Speak to large groups, including businesses, public service organizations, family service nonprofit organizations, and groups of volunteers and donors.
- Use of computer systems to compose correspondence and maintain report systems.
- Operate a car with a valid California driver's license.
- Effectively coordinate and facilitate meetings and trainings.

Experience:

- Five (5) years' experience in program management.
- Background in school settings and educational programming, classroom facilitation, working with school administration and Board of Trustees
- Minimum of three (3) years of supervisory experience.

Education:

- Master's degree from an accredited college or university, preferred.

Physical Abilities:

- Requires sufficient arm, hand, finger dexterity in order to operate a keyboard, typewriter, and other office equipment
- Requires normal hearing and speaking skills to communicate with staff and students.
- Requires visual acuity to read numbers and words
- Ability to stand or sit for at least 30 minutes in duration

Licenses & Certificates:

- Valid California Driver's License
- Criminal Justice Fingerprint clearance
- Proof of current vehicle insurance

Location and Work Hours:

- Work is performed at the corporate offices at 4625 44th Street, Sacramento, CA 95842 Work hours are from 8:30 a.m. to 5:00 p.m. This may vary due to work responsibilities.