

# Job Description: PROGRAM DIRECTOR

**Function:** Working in partnership with the Executive Director, the Program Director supervises and supports all program activities, including the supervision of the Local Area Coordinators and their teams.

**Terms:** Full-time salaried, exempt position, ten months per year. Work hours and expectations are particularly demanding January – May. Office is open September through June and closed during the months of July and August. Employees are not paid during these months, but benefits will continue through the hiatus. Two weeks of paid vacation are provided for Christmas holidays, one week is provided for Easter break. Holidays are paid (see approved holiday schedule in Employee Manual). Employees will receive up to six paid sick days per year.

## **Responsibilities include:**

- Supervising and monitoring the efforts of the Northern California Local Area Coordinator and teams.
- Serving as the Southern California Local Area Coordinator coordinating and monitoring the efforts of the region's teams.
- Serves as a liaison with prison officials regarding scheduling, paperwork, policies and planning.
- Motivating, facilitating, empowering and affirming the formation and work of Local Area Teams.
- Representing the organization with other service agencies, criminal justice advocacy networks, faith-based communities, volunteers and the media.
- Building positive relationships with Local Bus Coordinators, donors, particularly in Southern California.
- Serving as a member of the Advisory Team steering the development of the organization.
- Preparing and presenting the annual volunteer training and evaluation day(s).
- Maintaining and enhancing organizational systems to ensure appropriate record-keeping relating to fundraising, families served, Local Area Teams, correspondence with prison officials, etc.
- Ensuring that evaluation and data collection strategies are implemented.
- Works under the leadership of the W+CJ Executive Director and prepares reports as requested.

## **Required Knowledge, Skills, Abilities:**

- Undergraduate or graduate degree.
- Management experience.
- Excellent interpersonal and organizational skills.
- Ability to perform basic computer functions: word processing, e-mail.
- Ability to communicate effectively, both verbally and in writing, with other program staff, Local Area Coordinators, volunteers and donors.
- Experience in working with faith-based groups.
- Ability to work independently, facilitate groups and use initiative.

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