



Puente de la Costa Sur Position Description

Position title: Program Director
Classification: Exempt, Full Time
Reports to: Executive Director
Date: May 18, 2020

Position Summary

The Program Director works closely with Puente's Executive Director and program managers to ensure programming is aligned with Puente's mission and is delivered effectively. The position involves program planning, implementing, evaluating, and reporting. The program director collaborates with stakeholders, volunteers, and community members.

Essential Job Responsibilities

The Program Director performs a wide range of duties including, but not limited to:

Program Management

- With the support of the Executive Director, provide leadership and coaching to program managers in developing, implementing, and evaluating programs
- Co-develop, monitor, and report on programs' long-term goals and objectives to achieve successful outcomes
- Ensure that program activities operate in accordance with Puente's policies and procedures
- Expand current program evaluation framework to assess the impact of the programs and identify areas for improvement
- Provide oversight and quality control for data management efforts
- Ensure programs meet funding, data collection, and quality customer service requirements
- Identify and evaluate the risks associated with program activities and take appropriate action to manage risks

Leadership

- Cultivate and steward existing relationships with key partners, including faith based communities, with the goal of ensuring sufficient resources and access to outside services
- Develop and implement strategies that will maximize the synergies and collaboration among program areas
- Communicate with program participants and other stakeholders to gain community support and to solicit input to improve programs
- Keep Executive Director regularly informed of progress towards program outcomes
- Assist with internal and external communications



- Supervise program managers by providing coaching and direction when needed, giving input and feedback, and enhancing collaboration across program areas
- Recruit and coordinate training for volunteers for appropriate program activities

Finances and Development

- Assist Executive Director in the development of annual budget and operating plan to support Puente's program areas
- Ensure that the programs operate within approved budgets; monitor and approve all budgeted program expenditures according to established accounting policies and procedures
- Participate in development team meetings and assist with Puente's fund development strategies
- Support grant writing, reports, and the creation of publications

Qualifications

- Bachelors or Master's degree (preferred) in Non-Profit Administration or related field and at least three years of experience or a combination of successful experience in program development, management, and supervision as well as administration of programs
- Bilingual (Spanish/English) with excellent written and oral skills
- Knowledge and experience working with a rural, underserved community
- Ability to demonstrate clear evidence of commitment and understanding of diversity
- Ability to work effectively with and manage a culturally diverse staff
- Ability to create and sustain relationships with other organizations including, but not limited to: governments, non-profits, foundations, and corporations
- Strong organizational skills including the ability to manage multiple, concurrent projects
- Experience with budget, development, and management
- Strong computer skills including, but not limited to Microsoft Office and data management software
- Strong ability to evaluate and analyze data and make sound decisions based on interpretation of data
- Significant supervisory experience of at least four direct reports
- Work independently and maintain effective working relationships
- Provide leadership and motivate others
- Availability to work evenings and weekends, as needed



To Apply

Puente offers a competitive salary and benefits package. Please e-mail cover letter, resume, and three references to Lisa Mateja, Human Resources and Administration Coordinator at lmateja@mypuente.org.

About Puente (Pescadero, California)

Since 1998, Puente de la Costa Sur (Puente) has worked to build a healthy, sustainable and inclusive South Coast Community. Its mission is to provide vital services for men, women, children and families living in the rural San Mateo South Coast communities of Pescadero, La Honda, Loma Mar, and San Gregorio, primarily farmworker and their families. Puente provides a single point of entry for men, women, and children to safety net services, health and wellness services, leadership development, and opportunities for community engagement and action. For more information, visit us at www.mypuente.org.

This job description is not intended to be all-inclusive. Duties and/or responsibilities may be added or deleted as management requires to meet the ongoing needs of the organization and community.