



EL CENTRO LATINO

110 WEST MAIN STREET, SUITE 2F CARRBORO, NC 27510 (919) 932-HOLA (932-4652)

Job Title: Program Director

Job Summary: The Program Director is responsible for the development, management, and coordination of all agency programs and services. The Program Director is responsible for the supervision of program staff, fiscal management of agency services, and assists in the development and implementation of policies and procedures. The Program Director also interacts with all aspects of the El Centro's constituency (clients, funders, community partners and other organizations).

Primary Responsibilities:

Programs

- Coordinates agency programs, services, and events which serve the Latino community.
- Evaluates delivery and prepares reports of agency services and programs.
- Designs programs and implementation of programs with the ED
- Assists with direct client services as needed.

Personnel

- Maintains work plan schedule and evaluation of programmatic personnel and reports this to ED on a quarterly basis or more as required
- Reports any issues, concerns, and discrepancies about, of, or by personnel to ED immediately.
- Supervises personnel where indicated by grantors.
- Develops training package for employees and conducts the training of personnel.

Financial/Fundraising

- Develops and manages program budgets with assistance from ED.
- Assists in agency fundraising efforts including special events and grant writing.

Center logistics

- Maintains coverage of program activities.
- Reports any facility malfunctions immediately to ED.
- Maintains/coordinates facility's maintenance and custodial needs.

Data/Records Management

- Collects and maintains all data pertinent to programs.
- Coordinates information with ED as needed and indicated by each program or grant
- Organizes, evaluates, and maintains records of all programs and clients involved.

Community Outreach

- Participate in community collaborations and maintain relationships with community individuals and organizations.
- Assist with oral, written and electronic communication needs, including publicity, newsletters, and programmatic materials for the agency.
- Maintains contact management files and other communications.

Other Duties as Assigned by ED

- Provides clerical and general administrative support as necessary
- Participate in Center's special fund raising events as coordinated by ED.

Qualifications:

Any combination of education and/or experience equivalent to a Bachelor's degree in social work, social sciences or comparable degree, and/or at least three years of directly related experience in program management, demonstrated writing ability in English and Spanish, interpersonal skills, organizational ability and strong initiative required. Proficiency with computers is required, including Excel and MS Word Experience with volunteer coordination and supervision preferred. Bilingual (Spanish and English), bicultural and/or culturally competent to work with the Latino community is required. Strong familiarity with Orange County and the Orange County Latino community is preferred. Valid NC driver's license required.

Salary: \$30,000-\$34,000, plus benefits

Closing date: July 13, 2008

Please send a cover letter and resume to eclcarrboro@gmail.com. Please no phone calls.