

**Director of Programs
Position Description
Oregon Latino Health Coalition (henceforth OLHC)**

Salary: DOE	Hours Contracted to Work: 40 hours/week	Work Location: Portland office and across-state
Department/Program: Management	Reports To: Executive Director	Supervises: Staff related to Programs' management

Overview of the Position

The director of programs is responsible for the implementation, management, supervision, overnight and evaluation of all the organization's programs and grants in accordance with the OLHC's mission. As a member of the senior management team, the director of programs participates in strategic planning and budgeting initiatives in addition to problem solving. He/she works within the guidelines, policies and mission OLHC and will be accountable and responsible for specific projects as assigned.

Principle Roles and Responsibilities

1. Human resource management

- Direct, plan and coordinate the work of the program staff including supervision and evaluation, training and team building
- Organize and attend weekly departmental meetings to maintain effective communication
- Ensure adequate and qualified staff to carry out the program activities
- In consultation with the executive director, responsible for the selection, hiring, coaching, and discipline of the program employees

2. Program delivery

- Responsible for the implementation, management, supervision and evaluation of all activities of the programs in accordance with OLHC standards
- Responsible for the supervision and management of the data management software
- Compile, maintain and report on the monthly, quarterly and annual program statistics
- Using balanced score card (TBD) and program dashboard; establish consistent, objective program performance standards of accountability
- Analyze trends in the program, identifying issues and developing and recommending solutions to the executive director
- Implement, manage, supervise and evaluate all activities related to the leader programs
- Develop, implement and evaluate recruitment strategies to expand the number of clients participating in the program
- Develop and implement strategies that will maximize the synergies among program areas

3. Mentoring programs

- Responsible for the implementation, management, supervision and evaluation of all programs in accordance with OLHC
- Responsible for the expansion of the programs forming partnerships where appropriate
- Compile, analyze and report on trends in the programs
- Develop and implement recruitment strategies to increase the number of clients served by the programs where appropriate

4. Local community

- The director of programs will participate in community tables deemed appropriate

Essential Skills/Requirements

- Degree in Social Work, Public Health or related field (i.e. human services, health or education), with a Masters in Business Administration (MBA) with experience in best accounting practices and financial reporting for non-profits (strongly preferred)
- At least 5 years of experience with 3 of those in a team management role
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems
- Strong leadership/administrative aptitude and organizational skills
- Strong project management skills managing complex, multi-faceted projects resulting in measurable successes and program growth
- Experience having worked with a high-performance, collaborative, constructive peer group
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance
- Deep understanding of human resources, employee performance improvement plans, and corrective action policies
- Demonstrated results in managing through complex systems and proven experience negotiating win-win agreements
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for OLHC's mission
- Bilingual/Bicultural (English/Spanish) strongly preferred
- Requires car, valid registration, insurance and driver's license, clean driving record