



## Program Director (PD)

### JOB DESCRIPTION:

California Youth Partnership LLC (CYP) Program Director supervises Managers and informs management on the performance and progress of a company's ongoing programs. The ultimate goal of a Program Director is to ensure all programs are successfully delivered and add value to the company. In order to succeed in this role, you must have a strategic mindset with the ability to lead, manage and develop various internal teams. In addition to that, you must possess a sound knowledge of all program management principles.

PD will not only execute programs from start to finish but play an integral role in building the company's reach in the community and work closely to support and aid the CEO.

*Program Director (PD)* leads and oversees the grant programs, [Hope Rising Shasta](#). Monitors implementation quality and performance on program objectives along with outcomes. Main responsibilities include hiring staff, supervising Program Manager, Educators, and other program staff, developing and overseeing subcontracts, relationships with partners, and FYSB and developing and overseeing program policies and procedures. The PD will have strong leadership skills, excellent in administration, well organized, self-motivated, personable with ability to model and create a dynamic working environment. Loves and enjoys working with youth and adults. CYP prefers applicants who can commit to 2-3 years for the grant cycle.

The role must interact seamlessly and with a professional demeanor across a broad range of individuals, including the Office and Education Team, Founders of the organization, Leaders in the community, Leaders of Project Sites, and Federal Grant Officers. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and institutional information while exercising professionalism and discretion.

**COMPENSATION:** Full time exempt salary up to \$67,600/yr-\$75,000 based on experience

**HOURS:** Salaried employee will be expected to work beyond 40 hours/week as needed to complete projects and deadlines. Must be available the first 90 days of employment to attend all training workshops. PD will be required to keep office hours at minimum: 8:00-4:30.



### QUALIFICATIONS OF POSITION:

- Prior experience as a Program Director
- Sound knowledge of all program/project management procedures
- Sound knowledge of performance management and evaluation procedures as well as key metrics
- Experience with data analysis, budgeting, and reporting
- Experience with program management software such as MS Project and Basecamp
- Extensive experience with MS Office, especially MS Excel, and Google Suites
- Strategic mindset with a sharp business acumen
- Problem-solving skills with a keen eye for details
- Strong analytical skills
- Exceptional leadership and organizational skills
- Strong verbal as well as written communication skills
- At least 5 years of federal grant management experience
- Skilled in reviewing FOAs and leading and writing grant proposals..
- Dedication and love for children, especially at-risk youth
- Ability to connect heart to heart and create a safe environment for youth and staff
- Passion and heart to model, mentor, and motivate youth and adults
- Good knowledge of Shasta County areas or willingness to learn
- Strong commitment to the [SEXUAL RISK AVOIDANCE POSITION](#)
- Agreement with [CYP's Commitments](#)
- Flexibility to adjust and meet the deliverable requirements of federally funded program
- A passing of criminal background check prior to employment
- A Live Scan may be required by program sites
- A valid CA driver's license and reliable transportation
- Comfort discussing sensitive topics with compassion
- Self-motivation, drive, and ability to carry out responsibilities with little supervision
- Interpersonal communication, public speaking, organizational and problem solving skills
- Strong leadership and team building skills
- A high level of confidentiality, professionalism, and personal integrity
- Master's degree preferred but at minimum a BA in Health, Business Administration, Education or a related field
- Experience/Willingness to learn federal grant applications, reports and other correspondence required by funder
- Ability to develop and monitor program budgets
- Accounting skills to direct and maintain federal financial reporting and disbursing federal funds.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:



- Initiating and setting goals for various programs in accordance with the company's strategic objectives
- Developing or approving budgets as well as operations
- Planning the programs throughout their life from conceptualization to completion including processes, milestones, and deadlines
- Keeping upper management informed of the current status of programs using accurate and detailed reports/presentations
- Ensuring all activities and operations comply with internal policies as well as legal guidelines
- Reading reports which are written by Managers for determining progress and prospective issues
- Applying resource and risk management principles as needed
- Discovering ways for the purpose of enhancing productivity and efficiency of people and procedures
- Supervise all programs as well as the involved Project Managers
- Providing feedback to Project Managers and resolving complex problems in a timely manner
- Devising evaluation strategies for monitoring performance and for determining the improvement needs
- Interview and hire all key staff; review benefits package ensuring understanding of all forms.
- Build and maintain professional and collaborative relationships within the program and community, including funders, and other entities related to program services.
- Attend community meetings and establish networks to collaborate and recruit program partners and sites.
- Establish policies and procedures to govern program implementation.
- Ensure program goals are met, including objectives, activities, and clients served.
- Work with the Program Manager (PM), curriculum author and trainers, and AMTC to oversee adaptations to curriculum and ongoing fidelity to the SRAE model.
- Lead and ensure PM and Educators receive formal training by professionals who also provide follow up technical assistance.
- Lead and complete all program reports and oversee grant funds and funder requirements.
- Review current literature on the latest evidence-based programs and outcomes.
- Provide educational resources to staff to enhance program delivery.
- Collaborate with the team to oversee adaptations to curriculum and ongoing fidelity to the SRAE model.
- Ensure fidelity of approved programs, all the activities on the work plan and curricula models.
- Coordinate annual educator observation plan to ensure each educator is observed at least twice annually.



- Ensure PM to review the most current CDC, NIH and state and local vital statistics and work with contracted partners to ensure program materials adhere to medical accuracy.
- Oversee PM to review and work with contracted partners to ensure program materials are medically accurate, age appropriate, culturally and linguistically appropriate, and inclusive of all vulnerable youth.
- Develop with PM an overall training plan and oversee implementation of the plan, to include staff training, curriculum, inclusivity and medical activity training for program partners and staff.
- Ensure training in trauma-informed service delivery approach for staffing partners.
- Work with AMTC, Evaluator, to solve any issues.
- Collaborate with PM to analyze all program data to develop strategies for implementing any needed changes and improvements in processes and service delivery. Participate in calls with AMTC.
- Lead program sustainability efforts by identifying funding opportunities and new partnerships.
- Lead, write, and edit grant writing renewals and applications for ongoing projects.
- Maintain and monitor all OMB required financial policies and procedures.
- Gather monthly reports and update the CEO with OPTS data, team output, financial reports, and any grant related reports and updates.
- Learn the Payment Management System and file all grant related reports to grants.gov
- Attend all FYSB training and assign staff to attend based on FYSB requirements.
- Attend community meetings as necessary, representing the program partners.
- Attend an annual grantee conference and one grantee topical training.
- Follow all requirements and guidelines of the SRAE program under the guidance of PD.

#### TRAINING AND SUPPORT:

- On-the-job training and support will be provided
- Sexual Risk Avoidance Specialist Certification (will be provided)
- Love Notes curriculum certification training (will be provided)
- OPTS Program Evaluation data collection software training (will be provided)
- Annual topical trainings (will be provided)
- Mileage will be reimbursed at the CA State reimbursement rate

#### FRINGE BENEFITS:

- Medical Stipend will be provided.
- Pension funding matches up to 3% of salary yearly after one year of service
- 17 days of Holiday Pay
- Two week Vacation Pay



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- 5 Days of Paid Sick Days

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