



**Status:** Exempt  
**Title:** Programs Director  
**Department:** Programs  
**Reports to:** Executive Director

### **Position Summary:**

Perform functions to lead, manage, and develop the Casa Chirilagua programs staff. Provide oversight in the development, implementation, and evaluation of all Casa Chirilagua programs. Oversee Human Resources, organizational policy compliance, and the annual budgeting process as it relates to programs, guided by precedent and working within the limits of established policies.

### **Key Accountabilities:**

1. Personnel Leadership, Management, and Development (35%)
  - Provide day-to-day oversight and supervision to program staff, oversee the recruitment and training of new staff and volunteers, support and evaluate staff through monthly program team meetings, monthly and bi-annual individual check-ins with direct reports, and oversee program staff evaluations.
2. Program Development, Implementation and Evaluation Oversight (40%)
  - Oversee program design, implementation and evaluation, develop systems to increase data tracking efficiency, quality and accountability.
3. Policy Oversight and Implementation (10%)
  - Ensure compliance with all Casa Chirilagua policies including oversight of budgeting process and financial expenditures as it relates to programmatic operations.
4. Office oversight, Building Maintenance, and Building Use Management (15%)
  - Oversee day-to-day functions of the community center. Ensure the office team has what they need to be successful. Maintain the building in clean and good, working order. Write and execute building rentals and MOUs.

### **Essential Functions:**

- Implement the mission, vision, core values, and strategic direction of the organization as communicated by the Executive Director through programmatic efforts. Screen partnering opportunities to determine alignment with the Casa Chirilagua mission.



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- Ensure that the organization's programs remain compliant with policies of Casa Chirilagua and governing agencies. Review and recommend policy revisions to the Executive Director. Oversee the annual budgeting process and financial expenditures as it relates to programmatic operations.
- Provide daily oversight and supervision of program staff. Monitor the development of staff goals and ensure accountability for progress. Address staff concerns regarding program and employment issues. Recruit and train new program team members and volunteers.
- Provide leadership and clarify staff roles for multi-program initiatives, projects and events. Develop and initiate plans for cross-program leadership coverage to ensure continuity and stability of service across all programs.
- Oversee program design, implementation, and evaluation. Develop systems to increase data tracking efficiency, quality, and accountability in support of continuous program improvement. Regularly visit, observe, and provide feedback for programs.
- Build relationships with potential partners and vendors, maintaining close contact to ensure continuing compatibility of purpose and vision. Complete administrative tasks as required including effective correspondence, and organization of records and systems.
- Represent Casa Chirilagua at various external meetings as deemed appropriate and relates to programmatic impacts.
- Train and assign department team members. Provide technological oversight, direction and mentoring, develop and communicate performance metrics to assess the effectiveness of team, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations.
- Oversee day-to-day functions of the community building by maintaining the space in clean and working order. Ensure the office team has adequate technology and supplies. Train staff on the building rental process. Create and execute MOUs for program partnerships and use of community building. Review and approve community rental requests. Complete building use quarterly reporting.



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**Other Duties:**

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

**Competency:**

- Manifest evidence of personal faith in Jesus Christ, knowledge of the scriptures, and a theological perspective that aligns with Casa Chirilagua's Core Values.
- Excellent relationship building skills and the ability to cultivate internal business relationships in support the mission and vision of Casa Chirilagua.
- Demonstrates leadership, leads by example, and creates the environment that empowers and encourages others to lead.
- Fluency in Spanish required. Excellent written, verbal, and public speaking communication skills in both English and Spanish.
- Proficient with Microsoft Office and other specialty software applications.
- Detailed oriented and strong organizational skills required.
- Knowledge of accounting and budgeting principles.
- Valid Driver License with insurability.

**Education/Experience Requirements:**

- Bachelor's Degree in Business Administration or related field.
- "Darkness to Light" child abuse prevention training required.
- Five to seven years of management experience required.