

Program Director– Adelante Mujeres
POSITION TITLE: Program Director
REPORTS TO: Executive Director



Adelante Chicas is the first program of its kind in Oregon to provide a comprehensive and proactive approach to empower Latina girls. We are committed to see improved measurable results on issues including: educational commitment and aspirations, community and school leadership, and positive cultural identity.

Adelante Chicas is a youth program of Adelante Mujeres. Adelante Chicas was developed in response to an expressed need for a safe and fun environment in which young Latinas can learn from each other and about their heritage; express themselves freely about their experience as Latinas living in the U.S.; and take leadership within the wider community. The program provides a support network for Latina girls, to enhance their self-esteem and promote options for a positive future.

Job Summary:

The Adelante Chicas Director is responsible for leading the design, implementation, and modification of the program to meet youths' needs and deliver program outcomes. S/he provides strong and innovative leadership within the organization, and is responsible for ensuring that the Adelante Chicas team works collaboratively to ensure child safety and deliver a culturally inclusive program which promotes female youth empowerment, parent engagement and community development with measurable results.

S/he promotes the organizations vision and mission and is responsible for developing, strengthening and maintaining fruitful partnerships with community organizations and individuals.

Hours: 1 FTE - Exempt. Occasional weekend and evening work is *required*.

Major Duties and Responsibilities:

- Leads the long-term and strategic program planning and vision ensuring that benchmarks are established to measure outcomes
- Responsible for direct supervision of staff, volunteers, and interns
- Develops and implements training for volunteers, staff and participating families
- Develops, establishes and maintains strong working relationships with community organizations and leaders
- Strengthens program support through effective public and media relations
- Supports the research, writing and submission of grant proposals to charitable foundations, corporations and government entities
- Prepares grant reports
- Other duties as assigned by Executive Director

Minimum Required Qualifications:

- BS/A in Administration, Management, Education or other Social Service related field
- Minimum five years experience working with Latino families and youth in non-profit settings
- Minimum two years supervisory experience
- Excellent writing and communication skills in English and Spanish - **Candidate must be fluent in both languages**
- Strong organization and time management skills
- Demonstrated ability and passion to provide strategic leadership and vision in a non-profit program
- Proficiency with Word, Excel, Outlook and Publisher
- Must have car, valid driver's license, and meet state required automobile insurance minimums
- Must complete CPR training within 60 days of employment

TO APPLY send the following items to adelantechicasjobopportunities@gmail.com

- RESUME WITH 3 REFERENCES
- COVER LETTER
- 2 PAGE WRITING SAMPLE

Screening will begin immediately. Position is open until filled.

Location: Forest Grove, Oregon

Compensation: \$34,000-\$37,000 DOE. Benefit package includes full medical & dental insurance, paid holidays and personal time off.

•This is a **full-time job** • Adelante Mujeres is a non-profit organization • Please, no phone calls about this job

www.adelantemujeres.org