

# FAMILY BRIDGES

## Project Director

### **JOB SUMMARY:**

Family Bridges' Bridgekeepers program utilizes workshops, personal development coaching, and community service opportunities to provide minority youth from low-income backgrounds with education on sexual risk avoidance, social-emotional skills, and healthy relationships. Family Bridges serves as the backbone of a 3 organization collaborative who work together to deliver these services to 200 youth per year across the 2-year grant period.

This position will oversee the coordination and administration of all aspects of the Bridgekeepers program including planning, organizing, leading, and controlling project activities. This is a 2-year grant funded position with an annual salary of \$60,000/year. Paid time off, a 401K and health insurance are available.

### **QUALIFICATIONS:**

- Professional Level: Professional
- Education Requirements: Bachelor's Degree and 5+ years of Project Management Experience. Graduate Masters Level education preferred.
- Bilingual (Spanish speaking) required

### **JOB DUTIES:**

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization.
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program.
- Develop a program evaluation framework to assess the strengths of the program and identify areas for improvement, implementing continuous quality improvement (CQI) activities.
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate.

#### ***Organize the program***

- Ensure that program activities operate within the policies and procedures of the organization.
- Ensure that program activities comply with all relevant legislation and professional standards.
- Develop forms and records to document program activities.
- Oversee the collection and maintenance of records for statistical purposes according to the confidentiality/privacy policy of the organization.
- Ensure that the program activities align with the proposed project for the Title V Competitive Bridgekeepers grant and with any amendments.
- Communicate regularly with the funding agency for program reports or questions regarding the program activities.

#### ***Staff the program***

- In consultation with the CEO and with assistance from HR, recruit, interview and select well-qualified program staff for open positions under the Bridgekeepers program.

- Implement the human resources policies, procedures and practices of the organization.
- Engage volunteer coaches for appropriate program activities using established volunteer management practices.
- Ensure that all program staff receive an appropriate orientation to the organization and the programs.

### ***Lead the program***

- Ensure all staff/affiliates receive orientation and appropriate training in accordance with organizational standards.
- Supervise program staff/affiliates by providing direction, input and feedback.
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program.
- Liaise with other managers to ensure the effective and efficient program delivery.
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- Run quarterly meetings with all project partners.

### ***Oversee financials for the program***

- Write reports on the program for management and for project
- Ensure that the program operates within the approved budget.
- Monitor and approve all budgeted program expenditures.
- Monitor cash flow projections with the fiscal agent for Bridgekeepers, and report variances to the CEO on a regular basis (monthly/bimonthly).
- Oversee and monitor project funds according to established accounting policies and procedures.
- Review financial records for the program and the grant expenses with Meier Clinics Fiscal Agent.
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.

### ***Supervise***

- Coach Coordinator
- Community Liaisons
- Facilitators
- Contractors/Consultants

### ***Other***

- Attend the Grantee Annual Conference and a minimum of one of two topical training sessions offered in each year of the 24-month project period.
- Acknowledge the statement of faith upheld by Family Bridges that is included in the Employee Handbook.
- Utilize healthy conflict-resolution skills with co-workers, supervisors internally and externally with outside vendors, partners and contractors.
- Commit to building a positive culture in the organization that uplifts others who cross his/her path.
- Communicate concerns in a timely and effective fashion.