

Program Director II Job Description

Level 3: Management Based Objective Program

FSLA Status: Exempt

Job Class: Program Management

Revised: Nov. 05, 2020

Reports to C-suite officer or a Program Director Level 4. Level 3 Program Directors provides direction of components of a MBO program including resource development, representing the organization on the national stage. Program Director II have organizational duties in addition to programmatic duties. Organizational duties are assigned around a given area of expertise and are detailed in the offer, hire, and position change documents.

Required Travel

Required travel is driven by programmatic and organizational assignments. All PDs should expect to travel up to 25% of the time; however, some programs may require up to 50% travel. This percentage reflects travel both locally AND nationally.

Essential Functions

All functions are carried out within the assigned portion of program and assigned organizational area of expertise.

Communication and Representation

- Represents the organization at the national and state level at conferences, meetings, and in National initiatives
- Develops and maintains communication networks and relationships with key stakeholders.
- Ensures effective communication between program/subject area and other areas of the organization, as well as between organization, funders, partners, and other key external partners to ensure integration of program and effective use of resources.
- Writes narrative reports, documents, briefs, presentations and summaries as assigned and as needed by key partners, funders, organizational units, and initiatives
- Works collaboratively with other staff in other job classes across sites, programs, and functions to ensure activities result in a clear, consistent, and unified message, product, and program that represents the funder and organization according to the mission, strategic plan, and funding award.
- Leads inter-organizational initiatives at the state and national levels in a manner that appropriately places MHP Salud as a leader in the Community Health Worker Field
- Utilizes the analyses and information available in our Health Outcomes Programs and secondary research to solidify the organization's position and transfer knowledge effectively
- Negotiates in both the state and national arenas to ensure the organization's mission, values, and plan initiatives are obtained
- Assists in the writing of grant proposals by providing key data and information or writing portions related to subject area expertise

Knowledge Transfer

- Conducts presentations at conferences, workshops and meetings and prepares, or assists in the preparation of, printed guides or materials as assigned
- Facilitates training as required by programmatic or organizational need.
- Assists in relevant curriculum review and development as assigned.
- Provides feedback, coaching, and assistance to staff both within and outside the organization, both individually and one-on-one, to advance program and subject area goals
- Effectively and proactively uses technology to advance program and subject area initiatives and assist and train staff and other parties as needed for optimal use of technology
- Participates in the development of new programs and innovative program delivery approaches based on experiences of self and staff.

Management

- Manages assigned program portion and subject area to maximize outcomes of initiatives and activities, including planning and implementation.
- Directs all activities and programs that fall under the assigned portion of designated program and organizational area, including personnel, facility, and program issues to ensure quality of programming.
- Produces contracts per grant and organizational guidelines and monitors implementation and manages components.
- Provides leadership in developing schedules, assessments, and work plans as needed.
- Actively and proactively problem solves as needed, encourage problem solving and innovation within program, site, and organization.
- Evaluates assigned program and organizational analysis on organizational timelines.
- Monitors, guides, and implements strategic plan and performance outcomes of program or subject area
- Covers other PD duties of assigned or related programs and subject areas as required

Other duties as assigned.

Knowledge, Skills and Abilities

- Ability to represent organization on a state and national level by understanding and representing the organization per its values and mission
- Strong communicator both verbal and written, including ability to negotiate, collaborate, mentor, and debate issues of importance to organization
- Must be well organized and able to effectively lead and manage a wide variety of tasks, programs and personnel simultaneously.
- Facility and adeptness in technology and adoption of new technology.
- Excellent presentation, communication, negotiation and facilitation skills (both oral and written) and ability to create useful content for multiple audiences as needed
- Ability to analyze data and make data driven decisions

- Demonstrate ability to work effectively as a team member and to work independently.
- Ability to convey information, guidance and work directions, instilling a sense of mission, service, cooperation, and collaboration with staff and within assigned work areas.
- Knowledge and understanding of community health programs, social justice, and service to the community
- Knowledge/Experience of management techniques and administration

Required Education and Experience

- Earned Master's degree required
- 2-4 years' relevant experience
- Cultural competency concerning population served.
- Computer and technological literacy and proficiency required.
- Ability to read, write, and speak Spanish and English required unless assigned subject area and program does not require in which case it is highly preferred.
- Valid Driver's license and car insurance
- Valid Passport