Job Title: Associate Director

This position reports to:	Program Director
Location:	Remote

Job Summary

The Associate Director will manage at least one program or a group of staff on a program. This position supports assigned staff and coordinates day-to-day aspects of an assigned program to ensure program and organizational goals are achieved. This includes monitoring, coaching, and providing feedback to assigned staff to ensure a positive impact in the communities and encourage the professional growth of individual staff. The Associate Director will participate in program data analysis and contribute to developing narrative reports for funders. All work is driven by MHP Salud's Strategic Plan, policies, mission, vision, goals, and other key planning documents.

Key Duties & Responsibilities

- Supervises and coordinates assigned program and staff work, including developing work plans, performance targets, and timelines.
- Coordinates all activities within a given program(s) to ensure quality and completion of activities, compliance with funder requirements, and organizational protocols.
- Participates in activities and tasks related to developing MHP Salud's strategic pillars and department goals; includes staff as appropriate.
- Provides training to staff based on subject areas and/or identifies training opportunities to maximize outcomes of the program(s).
- Provides feedback, coaching, and assistance to staff individually and in a group setting to build staff trust and advance program goals.
- Participates in developing funder narrative reports and performs program and data analysis.
- Actively and proactively problem solves as needed, encourages problem-solving and innovation within the program and team.
- Collaborates with the marketing team to select and create marketing strategy targets for assigned programs.
- Effectively uses technology and assists and trains staff as needed in the program for optimal use of technology.
- Monitors and tracks program budgets; provides input to Program Director on budget planning.
- Works with supervisor to recruit, hire, and provide orientation and performance evaluation of staff, including monitoring/observing CHW of staff activities.
- Actively participates in internal meetings and works collaboratively with other staff to carry out duties and functions of the organization across sites, programs, and functions.

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- Acts as liaison for, or as a representative of, the organization with various community and public agencies. Attending meetings that involve the program or appointing appropriate designee.
- Ensures effective communication between Community Health Workers and other areas of the organization and between the organization and other key external partners.

Competencies

Competencies describe the skills, knowledge, and attributes necessary to perform the job, and all staff across the organization should demonstrate these competencies.

- **COMMUNICATION SKILLS** – The ability to express oneself clearly in conversations and interactions with others. The ability to express oneself clearly in business writing.
- **BUILDING TRUST**- Interacts with others in a way that gives them confidence in one's intentions and those of the organization.
- **PLANNING AND ORGANIZING-** Establishes courses of action for self and others to ensure that work is completed efficiently.
- **TEAMWORK AND COLLABORATION-** Actively participates as a member of a team to move the team toward the completion of goals. Maintains strong, personal connections with team members and key stakeholders. Aligns personal work and performance with the broader team to achieve mutual outcomes.
- **PROBLEM ANALYSIS AND PROBLEM SOLVING** - Uses sound or logical judgment to spot and analyze problems, develop alternative solutions, and initiate corrective action.

Company Values

- **COLLABORATION** – We foster open and honest communication with our team and partners to advance the mission and strengthen our relationships.
- **RESPECT —**Our organization is strengthened by our shared commitment to each other, the communities we serve, and our thoughtful consideration of differing experiences and perspectives.
- **GROWTH** – We embrace our people's unique talents and strengths, creating opportunities for them to explore their passions to be their best and grow authentically.

Minimum Qualifications

- Bachelor's degree.
- At least 4 years' experience with Community Health Workers or other community-based work.
- Must pass a background screen, including local, state, and federal law check, employment reference check, DMV check, and criminal records check.
- This position may require up to 10% local or out-of-state travel.

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Preferred Qualifications

- 2 years of supervisory experience.
- Read, write, and speak English and Spanish.
- Funder report writing experience.
- Grants management experience.

Skills/Knowledge/Abilities

- Demonstrated team-lead experience.
- Cultural competency concerning the population served.
- Experience utilizing equipment (such as phone, laptop, tablet) to complete required job functions.
- Experience utilizing software such as Microsoft Office (Word, Excel, PowerPoint) and comfortable learning new software required for the position.
- Reliable transportation, valid driver's license, and insurance required on a vehicle used for work purposes (employee must be listed on insurance).

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Job Class:	Mid-Level Management
Position Status:	Exempt

Physical Demands

While performing the duties of this role, the employee is regularly required to speak and listen. The employee is frequently required to sit, walk, and stand; occasional climbing, stooping, kneeling, crouching, and balancing are required. Must be able to lift and move up to 50 pounds occasionally and 10 pounds frequently. Frequent use of eye, hand, and finger coordination enables the use of office machinery. Oral and auditory capacity enables interpersonal communication and communication through automated devices such as phones and computers.

The physical demands of this job are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties and responsibilities may be added, removed, or changed at any time at the company's discretion, formally or informally, either verbally or in writing.

Acknowledgment

I have read and understand this job description and certify that I am qualified to perform this job, with or without reasonable accommodation.

Click or tap here to enter text.

Name (Print)	Employee Signature and Date

Click or tap here to enter text.

Supervisor's Name (Print)	Supervisor's Signature and Date

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