

A Call to College

Job title	Associate Director of Programs
Reports to	Executive Director
Classification	Non-exempt

Job purpose

The Associate Director of Programs position is engaged in implementation, management and evaluation of some of the organization's projects or programs. He/she works in collaboration with the Executive Director within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects or programs.

Duties and responsibilities

General

- Act as spokesperson for the organization and the project/program
- Communicate effectively with donors, business and community members, school administration and faculty as well as a wide range of students and their families about the goals and mission of the program
- Maintain and foster the partnership with Newark City Schools and other community organizations
- Collaborate in developing, implementing, directing and evaluating programs and services
- Speak effectively in a public setting to a variety of audiences
- Effectively deliver program curriculum through classroom instruction or other setting
- While maintaining confidentiality and developing a personal style in working with students and families, provide informed advising and teaching regarding college knowledge, literacy (reading and financial), career awareness and education as well as the college search, application, admissions and financial aid processes
- Create, maintain and follow specific project/program's procedures documents
- Facilitate regular team meetings to disseminate pertinent project/program information and to maintain effective communication
- Collaborate with the team in defining and assigning authority and responsibilities
- Contribute to recruiting, selecting, orienting and training of volunteers and partners
- Provide support for other organizational initiatives as needed

Administration

- Support Board of Director's strategic planning by undertaking and implementing new initiatives as identified by the Executive Director
- Recommend to the Executive Director, expansion or adjustments in projects/programs and forming partnerships where appropriate

Financial

- Maintain an effective and cost efficient project/program
- Follow the guidelines for making purchases and reporting expenses
- Maintain budget accounting for specific projects/programs

Working conditions

Work is completed in a school, classroom, meeting room or office setting in an educational environment.

Physical requirements

- The person in this position needs to regularly move about the office and school district to work with school administration and faculty, staff, volunteers and students and their families
- Organizational abilities to facilitate ordering and storage of large amounts of project/program supplies
- Regularly operate a computer and other office productivity machinery, such as a calculator, copy machine and printer.

Qualifications

Bachelor's or Associate's Degree with equivalent experience

Two or more years of experience in an educational, social services or other similar setting

Effective oral and written communication skills

Experience with teaching and public speaking, including preparing and delivering content to a wide range of audiences and ages

Strong organizational and problem solving skills including attention to detail

Experience working effectively as a part of a team with the ability to be flexible and accommodating

Strong ability to prioritize a wide variety of tasks

Experience in program and service implementation

Experience with computer applications

Access to a vehicle

Reviewed by: (staff signature)	
Date:	
Approved by: (Exec. Dir. Signature)	
Date:	