



Program Director

An enthusiastic, creative, team-oriented professional is needed to provide the overall management, development, and implementation of a comprehensive adult education and employment & training unit for approximately 200 youth and adults (annually). The Program Director must have excellent communication skills, be proficient in researching, interpreting, and analyzing diverse data, and possess the ability to work cooperatively and independently to achieve stated goals. This candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use sound and independent judgment, and produce a quality work product within tight constraints. This position is full-time and may require a flexible schedule depending on program needs.

Education/Training:

- Bachelor's Degree in Education, Organizational Leadership, School Counseling, Social/Human Services, or related field which has equipped applicant with the knowledge, skills, and abilities to perform the duties of the position. Graduate degree preferred.
- At least 2 years of experience in proposal/grant writing for state and federal applications.

Job Responsibilities

- Manage and supervise staff (Academic Instructors, Case Managers, and Employment Coaches) ensuring quality service delivery and staff development
- Ensure contractual compliance for multiple state, federal, and private funding sources, in support of Adult Education (GED), Workforce Development, and Case Management services
- Establish and monitor program goals and objectives, policies, procedures, and evaluation plans
- Identify, develop, and respond to public and private grant opportunities to sustain existing services and to initiate new projects
- Monitor and track program expenditures and manage overall departmental finances
- Analyze data and write reports to governmental, corporate, foundation, and other funders
- Maintain an active understanding of agency programs in order to translate programs to opportunities for support
- Represent the organization in public forums and with donor agencies and foundations
- Assist with the facilitation of case management, job coaching, academic classes, and employment and training services for participants

- Facilitate special projects, including volunteer coordination, as needed
- Engage in advocacy, monitoring and tracking legislative developments relevant to the needs of the target populations

Skills & Abilities

- Excellent oral, written, and interpersonal skills
- Experience with program design, logic modeling, and/or evaluation
- Efficient time management skills
- Attention to detail and ability to balance multiple priorities
- Skilled in Microsoft Office
- Strong database management skills

Salary/benefits:

Compensation includes full benefit package such as paid time off, medical, dental and life insurance, and employer contribution to retirement plan.

Conditions of Hire:

A satisfactory criminal background check and valid driver's license are required as a condition of hire.

How to Apply:

Applicants must submit a letter of interest highlighting relevant professional accomplishments, a current resume, the names and contact information of at least three references, and salary requirements. Please apply by sending requested documents to applywestend@westendnh.org. Review of applications will begin immediately and will continue until the position is filled. No calls please.