

BARBARA W. SMITH FAMILY LIFE CENTER, NFP
Program Director

Classification: Part-Time, Non-Exempt
Reports To: Executive Director

Salary Range: \$30,000

STATEMENT OF PURPOSE AND REQUIREMENTS:

The Barbara W. Smith Family Life Center provides individuals and families with valuable programs and resources to support human flourishing and well-being. We connect individuals and families to services and resources right in their neighborhoods. The organization's activities serve as a bridge for the educationally and socially disadvantaged in the South Suburbs of Cook County Illinois. The BWS Family Life Center's ecosystem of services includes advocacy and social justice, youth mentoring and education, and health and direct services support through the Greater Chicago Food Depository, Cook County Department of Public Health, and the Cook County Health System.

Job Description:

The Program Director works closely with the Executive Director to manage, implement, and evaluate programs that align with the mission of Babara W. Smith Family Life Center ("BWS). This role oversees program operations, supervises program staff, and ensures the delivery of high-quality services to support the community's needs. The Program Director is instrumental in advancing the organization's strategic goals through effective leadership, collaboration, and innovation.

General Job Duties and Responsibilities:

Program Leadership

1. Develop, implement, and oversee programs that align with the organization's mission and strategic goals, including but not limited to the Food Pantry, youth mentoring, summer camp, and STEAM programs
2. Evaluate program effectiveness and implement improvements to ensure impact and sustainability
3. Oversee administrative aspects of programs to ensure they meet objectives
4. Analyze data to determine the effectiveness of programs
5. Collaborate with the Executive Director to set program objectives and priorities

Staff Management

1. Supervise and provide direction to program staff and volunteers
2. Recruit, train, and retain qualified program personnel
3. Conduct regular performance evaluations and provide professional development opportunities

Budget and Resource Management

1. Assist the Executive Director in developing and managing program budgets
2. Monitor expenses to ensure programs operate within budgetary constraints
3. Identify and propose resources needed for successful program implementation

Community Engagement and Outreach

1. Represent BWS at community events, meetings, and forums
2. Establish and maintain strong partnerships with community stakeholders and organizations
3. Collaborate with the Executive Director on fundraising and marketing efforts to enhance program visibility and support

Compliance and Reporting

1. Ensure that all programs comply with applicable laws, regulations, and organizational policies
2. Collect and analyze data to track program outcomes and prepare detailed reports for the Executive Director and Board
3. Assist in preparing grant applications and reports as needed

Qualifications

- Bachelor's degree in nonprofit management, social work, education, or a related field
- At least three years of experience in program management or nonprofit leadership
- Strong leadership and team management skills
- Excellent communication and interpersonal skills
- Proficiency in program evaluation and data management
- Commitment to the mission and values of BWS
- Excellent written and verbal communication skills
- Demonstrated expertise in program evaluation and data management
- Demonstrated leadership and management skills
- Strong financial skills to include budgeting, cash flow management and financial reporting

All candidates should send their cover letter and resume to cevanswilliams@covucc.org.