

Job Post: The Program Director (20 hours per week)

Agency: The Pennsylvania Immigrant and Refugee Women's Network

Job Description:

The Pennsylvania Immigrant and Refugee Women's Network (PAIRWN) is seeking a skilled professional to lead and coordinate the implementation of a two-year project aimed at making services more accessible, holistic, and effective for survivors of domestic violence, sexual assault, dating violence and stalking. The aim of the organization is to honor and enhance the lives of refugee and immigrant women in Pennsylvania through advocating, referring, delivering life coaching and interpreting services, educating, and empowering women, while strengthening collaboration among service providers and the community. The Project Director will strive to educate others about our cultures, experiences, mission, and our contributions to the American society.

As a Program Director, you will:

Build the program from the ground up with guidance from PAIRWN's board.

Oversee all components linked to the services provided under the federal grant to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Program for a duration of 2 years.

Execute grant compliance and delivery of grant specific programs in agreement with the federal grant guidelines.

Attend grant/job relevant trainings, which will include overnight travel.

Maintain strict standards of confidentiality of clients at all times, meeting the grant's standards.

Ensure that all services are scheduled and executed to the highest quality and that case management occurs through bi-weekly staff meetings and monitoring of cases.

Create marketing materials, distribute relevant information, and reach monthly goals set forth by the Board of Directors.

Coordinate the delivery of life coaching, cultural competence, victim services, interpretation services, transportation, and other victim related services.

Oversee quality recruitment, orientation, scheduling, delivery, grant compliance, fiscal responsibility, and client satisfaction.

Promote service through contacts with police stations, schools, MOU partners, and other agencies who refer clients to the program.

Carry a caseload, providing supportive coaching services to women survivors. Facilitate biweekly Story Circles (support groups), as needed.

Oversee provision of holistic services, such as accompaniment to medical and legal proceedings, setting up life-coaching, planning support groups, as well as referring to appropriate outside agencies.

Cover occasional phone shift on evenings and weekends when program coordinator is unavailable.

Develop, implement, manage, supervise, and aid in the evaluation of all of the organization's programs. Maintain records according to standards of funding sources and submit statistical information and reports as required for evaluation.

Collaborate, delegate, and supervise the Project Coordinator, interns, volunteers, and contract personnel. Responsible for hiring and supervising personnel.

Work with IT consultant and the accountant to maintain and update the database used for case management and the production of reports for the grant.

Network with other service organizations: provide and develop presentations, distribute and create marketing materials, foster positive relationships with the community, and collaborate with MOU partners.

Provide community education programs and public relations which result in increased public awareness of the problems associated with non-native women.

Update the board of directors monthly, or as needed, and report to the board president weekly.

Participate in other PAIRWN activities and tasks as appropriate, including but not limited to administrative and clerical tasks, creating all necessary forms and documents, and serving as the person of contact in the community.

#### Qualifications:

Have a demonstrated passion and commitment to PAIRWN's mission, vision, and values.

Possess an entrepreneurial spirit willing to build a program from the ground up.

Have demonstrated organizational skills and ability to meet multiple deadlines.

Possess excellent communication, analytical, and group facilitation skills.

Have excellent writing skills and an ability to synthesize complex information into professional but readable documents.

Strong interpersonal, communication, and organizational skills.

Strong skills in grant writing and grant management.

Bachelor's degree in a relevant field is required, Master's preferred.

Valid PA Driver's License and willingness to travel as needed.

Commitment to serving all clients in a manner that facilitates healing and empowerment.

High fluency (85% or higher) in a language in addition to English is encouraged for maintaining the language bank. Our medical interpreters must pass a competency exam to qualify for medical interpreter training.

A minimal of 2 years of non-profit leadership experience is preferred.

Organizational budgeting experience is valued.

Willingness to acquire new skills, as needed.

Computer proficiency in Word and Power Point is expected. Willingness to learn Spreadsheets, Video Maker Software, Website Maintenance and Social Media marketing.

Ability to be flexible with work schedule, as some evenings and weekends are required.

Must pass the required criminal background checks.

#### Benefits:

Life Coaching Certification training will be provided.

Some flexibility in hours

Paid vacation

To Apply:

To apply, please email a cover letter (no more than 2 pages) and resume to [pairwn@pairwn.org](mailto:pairwn@pairwn.org)

Applications will be reviewed as they are received and conversations with qualified applicants will begin as soon as possible. The position is open until filled.

To learn more about PAIRWN, please visit our website at [www.pairwn.org](http://www.pairwn.org)