

ASSOCIATE DIRECTOR

Job Description Form



Division/Department	Center for Refugee Support		
Location	2010 Bridge SW, Alb., NM 87105		
Reports to	Jared Weatherholtz	Title	Chief Program Officer
Level/Grade	Type of position:	Hours __15-19__ / week	
7	<input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Non-Exempt	
	<input type="checkbox"/> Intern	<input type="checkbox"/> Exempt	

SUMMARY
Responsible for assisting the Center Director and/or the Chief Program Officer (CPO) in overseeing the organizational, programmatic and financial elements of service functions. In addition, work to enhance productivity and ensure compliance with rules and regulations.

RESPONSIBILITIES

- Represent the agency and maintain liaison with regulatory agencies, local officials, and community-based organizations, interpreting and explaining the agency’s programs, policies, services, needs, and other matters of mutual interest.
- Co-supervise and provide day-to-day management assistance to the Center Director and/or CPO; including task assignments, regular check-ins, long-term goal-setting, recruiting, interviewing, hiring, conducting performance reviews, coaching, motivating, etc.
- Assist in developing and monitoring a strategic plan and set goals for all programs.
- Facilitate program management of key initiatives as directed by Center Director and/or CPO.
- Assist in ensuring the program(s) consistently meets accreditation and licensing requirements for services.
- Conduct program assessments and evaluations.
- Oversee evaluation and accountability procedures, collect and analyze data, prepare reports on the status of programs.
- Participates in community groups regarding issues pertinent to agency services; perform speaking engagements, and assist in developing press releases.
- Assists in planning and implementing Center operating procedures;
- Assist in implementing and enforcing agency policies and procedures.
- Attends staff, management, and board meetings when necessary.
- Promotes the vision, mission, values, work and activities of Catholic Charities in a positive manner with all staff, volunteers, clients and the general public at all times.
- Responds appropriately to the cultural difference present among the Agency’s service population.
- Completes all other duties as assigned.

Physical Demands: Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment. In addition, when necessary, this position will help perform maintenance duties and cleaning/preparation of vacant units.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

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WORK EXPERIENCE REQUIREMENTS

- Minimum of 2 years' direct experience in a non-profit agency including budget management, development and implementation.
- Minimum of 2 years' experience in supervision.
- Minimum of 2 years' managing grants with federal grant management preferred.
- Proficient with Microsoft Office Suite, web-based applications and database experience.
- Valid NM driver's license with clean record.
- Knowledge of diverse groups, working with a multicultural workforce, and sensitivity and appreciation to cultural differences.
- Exceptional analytical and problem-solving skills.
- Proven ability to work independently and collaboratively.
- Outstanding communication and public speaking skills.
- Excellent organizational and leadership skills.

EDUCATION REQUIREMENTS

- Bachelors 'degree in education, management, social work, counseling, or another relevant field, OR recent equivalent experience.
- Bilingual in English/Spanish will be required for specific positions; preferred for others.

Employee's Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	