

Date Posted: 10/8/09

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Director of Programs

**Employer/ Agency:** Asian American Family Services

**Job Description:**

**General Responsibilities:**

- Provides overall oversight and management to all programs other than clinical services.
- Ensure contract compliance and fidelity to grant funders.
- Ensure optimal organization effectiveness enabling AAFS to maximize its potential for leadership in provision of mental health, supportive and social services, advocacy, and education as related to AAFS mission.

Essential job duties and responsibilities include the following: Other duties may be assigned.

- Provide oversight to all non-clinical programs
- Responsible for the hiring and firing of all program-related staff with consultation with Executive Director when staff also function as clinicians.
- Direct the work of program staff and conduct annual performance evaluations as assigned.
- Monitor quality and progress of current plans, priority initiatives and projects.
- Assist in the development and implementation of new programs and initiatives.
- Oversight and/or implementation of any/all new program activities
- Initiate program improvement when needed.
- Ensure program evaluation, proper implementation and continuous program enhancement. Ensure contract compliance for funded programs.
- Support infrastructure that ensures team strategy design and implementation.
- Assist Executive Director engage and provide expertise to Board Members and volunteers in cultivating interest and awareness of AAFS' mission through personal relationships and contacts.
- Function as an ambassador for AAFS, and as directed, represent AAFS in the community.

**Qualifications:**

***Required Qualifications:***

- A bachelor's degree with five to ten years experience in administrative, managerial or supervisory capacity in the nonprofit sector.
- Demonstrate leadership skills including proven ability as an effective supervisor and motivational manager.
- Demonstration of strong interpersonal skills and abilities to work with wide range of people and organizations.
- Demonstrated success in organizing and implementing work plan.
- Excellent communications skills, including writing and speaking abilities.
- Demonstrated competency in at least one Asian culture in addition to the Western Culture.
- Ability to speak an Asian language is preferred.

***Supervision Exercised:***

Will be responsible for the supervision of the program staff.

***Supervision Received:***

Supervised by the Executive Director.

**Salary/Hours:** Commensurate with experience

**Employer/ Agency:** Asian American Family Services

**Address:** 6220 Westpark, Suite 228

**City, State, Zip:** Houston, TX 77057

**Contact Person:** Kim Szeto

**Contact Title:** Executive Director

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**Application Method:** email

**Opening Date:** 10/8/09

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***