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

JOB OPPORTUNITY POSTING

Job Title: Programs Director

Employer/ Agency: Humble Area Assistance Ministries (HAAM)

Job Description: Under the direction of the Executive Director, this position is responsible for coordinating all programs, including program staff and volunteers, for the agency.

RESPONSIBILITIES

Program Administration

- Design, administer, and evaluate all programs consistent with the agency's strategic plan; local and national policies; client needs; and community indicators, trends, and practices.
- Hire, develop, and supervise all program leadership staff; participate in the evaluation of all other program staff.
- Ensure that all program staff members are competent and receive the necessary ongoing professional development to ensure the agency's success.
- Oversee and manage program volunteers to ensure each volunteer has adequate skills to support the program's leadership and fulfill required duties.
- Work with the Executive Director to develop new programs and refine existing ones.
- Oversee all program policies and procedures and maintain an accurate program manual.
- Participate in planning and executing a budget for the agency as it relates to the use of resources for client services.
- Serve as the champion for creative thinking and implementation in order to ensure that the agency's goals are met.
- Work with local agencies, organizations, and committees to ensure HAAM's presence and visibility in the community.
- Provide and interpret agency statistics to the Executive Director, Executive Board, Trustees, and other appropriate sources.

Program Grants/Funding

- Coordinate the use and disbursement of all program grants in accordance with the applicable regulations and restrictions.
- Ensure that all recordkeeping and grant reports are complete, accurate, and on time.
- Provide assistance to the Executive Director and Development Coordinator in seeking and applying for such funding including design and budget.

Other Responsibilities

- Serve as the agency's leader in the absence of the Executive Director.
- Attend staff meetings and participate in organization-wide programming activities.
- Attend meetings of the Executive Board of Directors and Board of Trustees, as needed.

DESIRED COMPETENCIES

- *Strategic Agility:* Sees ahead clearly; can accurately anticipate future consequences and trends; has broad knowledge and perspective; is future oriented; can articulately describe pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
- *Interpersonal Savvy:* Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse high-tension situations comfortably.
- *Results:* Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- *Innovative Manager:* Has good judgment about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the marketplace; is good at bringing the creative ideas of others to market.
- *Presentation Skills:* Is effective in a variety of formal presentation settings—one-on-one; small and large groups; with peers, subordinates, and managers; is effective inside and outside the organization—on cool data and hot and controversial topics; commands attention and can manage group process during presentations; can change tactics midstream when something isn't working.
- *Process Management:* Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others cannot; can simplify complex processes; gets more out of fewer resources.
- *Perseverance:* Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.

Qualifications:

- Bachelor's degree in Social Work or a related field required; master's degree preferred.
- Minimum of 3 to 5 years of successful, nonprofit programming experience.

- Must be willing and able to work an average of at least 40 to 50 hours per week.
- Must be willing and able to travel when necessary.
- Must be willing and able to work with diverse populations in diverse locations.
- Must be willing and able to make last-minute changes to accommodate job responsibilities.
- Must have viable transportation.
- Ability to work well in a team environment.
- Ability to handle multiple, concurrent programs.

Salary/Hours: Full-time. Commensurate with experience.

Employer/ Agency: Humble Area Assistance Ministries (HAAM)
Address: 1302 First Street
City, State, Zip: Humble, Texas 77338

Contact Person: Diana Garbis
Contact Title: Executive Director

Telephone: 281-446-1004 (work) or 713-628-1407 (cell)

Fax:

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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 with the hiring details of your new job opportunity. Thank you