



Puertas Abiertas Community Resource Center (PACRC)

Position Solicitation: Program Director

Employment Type: full time

Salary: \$24 per hour or depending on experience

Hours: 40 hours/week

Status: Full time

Reports to: Executive Director (ED)

Puertas Abiertas Community Resource Center (“Puertas Abiertas”) is a 501(c)(3) nonprofit organization that has been operating in Napa since 2005. We provide a variety of health, social service, and education services that have a significant impact on family interaction, financial stability, civic involvement, and educational success. Our staff is bilingual/bicultural and trusted by our Spanish-speaking community to provide accurate information. **Our mission is to work hand in hand with Latinos to inspire and achieve healthy living, self-sufficiency, and opportunities for leadership and community engagement.**

Expanding literacy, creating self-sufficiency, increasing well-being and productivity for Latinos means a happier, healthier, more economically vibrant community for everyone!

Position Summary

- Oversee the combination and administration for all aspects of programs including planning, organizing, staffing, leading, supervising, and reporting performance activities.
- Coordinate the services and activities of partner agencies and organizations at PACRC.

Essentials Duties and Responsibilities

Program Management

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of PACRC.
- Collaborate with the Executive Director to develop an annual program budget and manage the finances of the program so that they operate within budget guidelines.
- Ensure that program activities operate within the policies and procedures of PACRC.
- In conjunction with Executive Director, develop new initiatives to support the strategic directions of the organization.
- Oversee the collections and maintenance of program records and write reports on the programs and measurable results for grant rerouting purposes and program evaluation.



Outreach and External Relations

- Recruit train, engage and supervise volunteers for appropriate program activities.
- Serve as principal liaison between PACRC and agency partners and maintain sound working relationships and cooperative arrangements with partners, services agencies, communities' groups and organizations.
- Maintain Partners' Memorandums of Understanding and liability/insurance documents for activities conducted at the PACRC site.
- Manage systems to increase efficiency of the PACRC daily operations.
- Manage office supplies needed for day-to-day operations.

Education and Experience

- Bachelor's Degree and minimum of two (2) years of related professional work experience or Associate Degree and minimum of three (3) years of experience.
- Bilingual (English/Spanish) required. Strong written and oral communications skills.
- MS office experience including Excel, Word and Outlook
- Ability to learn to use debates and software utilized by our organization (training provided).