

## **Director of Programs and Engagement for Crosswalk Ministries**

Under the direction of the Executive Director, the Director of Programs and Engagement is responsible for the development, implementation, and supervision of the programs of Crosswalk Ministries USA Inc. This includes scheduling, delivery, infrastructure, personnel management, assistance with program promotion, and events/outreach coordination (see below for a detailed description). This a work-from-home hybrid position working an average of 35 hours per week. The salary range is \$25,000 to \$27,300. Crosswalk does not offer employee benefits at this time with the exception of PTO. The start date for this position would be March 1, 2021.

### **Qualified applicants for this position will possess:**

- A strong desire to make a difference in the lives of youth-at-risk right here in our community;
- Proven administrative skills;
- Experience meeting strict deadlines;
- A relevant degree and/or equivalent work experience.

### **Detailed Job Description**

#### **Planning:**

- Coordinate the planning & delivery of programs and age-appropriate activities in accordance with the mission and goals of Crosswalk.
- Develop new initiatives and long-term goals to support successful outcomes that fulfill the strategic direction of the organization.
- Develop an annual budget and operating plan for each program to ensure the continuous delivery of services.
- Develop a program & staff evaluation framework to assess strengths and to identify areas for improvement.
- Establish and communicate policies, procedures, and safety guidelines for all programs to ensure that all activities operate within the policies and procedures of the organization.
- Maintain schedules for staff and volunteers to ensure safe and competent delivery of services.
- Develop and update forms and records to document program activities and track data.

#### **Staffing:**

- Recruit, interview, and select well-qualified program staff and volunteers.
- Conduct background and reference checks and collect new-hire forms for the Executive Director.
- Establish and implement a performance management process for all program staff.
- Ensure all staff members and volunteers receive orientation and appropriate training annually.

#### **Leading:**

- Supervise program staff by visiting program sites regularly and providing direction, input, and feedback, including an annual written evaluation of key staff.

- Monitor the program activities by reviewing written lesson plans and daily reports.
- Attend or delegate others to attend conferences, workshops, and seminars to keep abreast of trends in the field.
- Communicate and cultivate relationships with community stakeholders to gain support for the programs and to solicit input to improve the programs.
- Plan annual give-back projects, field trips, and showcases.
- Ensure that the programs operate within the approved budget.
- Collect and review timesheets from employees and contractors and report payroll to the bookkeeper.
- Purchase, maintain, and inventory equipment and supplies needed for delivery of all programs.
- Assume duties as directed during Executive Director's absence.

**Reporting:**

- Submit grant reports with data from tracking methods as well as reimbursement requests and required receipts.
- Submit program reports to Crosswalk's Board of Directors at their quarterly meetings.
- Report evaluation findings to the Executive Director and Board and recommend changes to enhance the program as appropriate.
- Apprise Executive Director of any changes in program or staffing status.
- Assist and contribute to publicizing and promoting Crosswalk's programs through newsletters, social media, etc.

[www.crosswalkusa.org](http://www.crosswalkusa.org)