

EarthLinks Program Director

EarthLinks' Mission: *EarthLinks cultivates transformation and self-worth with people experiencing homelessness and poverty. By creating opportunities through Earth-centered programs, individuals step out of isolation and into community—restoring each other and the planet.*

Position Summary

The Program Director is responsible for overseeing the delivery of programs and services to EarthLinks participants in a manner which is client driven, strengths-based, and trauma informed. Programming includes, but is not limited to, a social enterprise crafting and gardening workshop where participants create products made from grown, recycled, or repurposed materials. Participants also gain access to resource navigation, peer support, and extracurricular groups and activities all under the purview of the Program Team and supervised by the Program Director. The primary intent of EarthLinks programming is to build a strong sense of community among participants, staff, volunteers, and Earth.

Salary and Benefits: Salary range is \$55,000 - \$60,000 depending on experience, with 11 paid holidays, sick and personal leave, health and dental insurance, Simple IRA with organization match.

To apply: Please email a cover letter that addresses the qualifications and requirements, a resume and three reference contacts to Gretchen Roberts, Deputy Director at gretchen@earthlinks-colorado.org. In the subject of the email please add "Program Director."

Responsibilities

The following represents a non-exhaustive list of responsibilities and duties associated with the Program Director position.

Program Development and Delivery

- Provides leadership for program development and operation, and assists the EarthLinks' leadership, staff and participants with organizational planning, including strategic planning.
- Demonstrates good judgment in program planning, implementation, and evaluation.
- Responsible for developing and implementing program evaluation tools and metrics.
- Actively seeks opportunities to involve program participants in decision making about the development and deployment of programs and services.
- Leads organizational efforts toward implementing trauma informed practices.
- Promotes and supports advancements in equity, diversity and inclusion in all programmatic work.

- Displays creativity and initiative in program planning and development.
- Oversees resource navigation and peer support services provided to program participants. Provides support to Resource Navigator/Case Manager(s) and Peer Support Specialist(s) with intervention strategies.
- Maintains a workshop census of at least 50 persons at a time and makes appropriate plans to recruit participants as needed.
- Maintains relationships with partner agencies and attends regular networking and informational meetings for the benefit of program participants.
- Collaborates with the Garden and Production Managers to integrate workshop and production elements into the garden space, including working with Participants in the garden during workshop to help with planting, weeding and harvesting.
- Ensures that the garden and workshop are accessible and welcoming spaces for participants and other visitors.
- Oversees all extracurricular activities available to participants, such as Trips into Nature, Bee Club, writing workshops, support groups, and the like.
- Identifies volunteer projects in the workshop and in the garden and supervises the activity of those volunteers.
- Helps the team maintain, grow, and plant seedlings in the workshop March – May each year.

Administration and Staff Supervision

- Determines a staffing plan utilizing staff, interns, and volunteers for the program.
- Supervises program staff including Case Manager/(s)Resource Navigator(s), Peer Support Specialist(s), Year of Service Volunteers, Social Work Interns, and Participant and Workshop Volunteers.
- Ensures regular performance evaluations of supervisees are completed and documented in a timely manner. Reviews and approves any timesheets from employees and interns that report to the Program Director.
- Ensures that program operating policies and procedures are documented and communicated to staff.
- Encourages staff development and education.
- Ensures all records pertaining to participant matters are collected, updated, and maintained in a confidential manner.
- Serves as the primary point of contact for all internship and year of service volunteer programs, excluding Americorps, and follows programmatic requirements in order to remain in good standing with these programs.

Community Relations

- Serves as an ambassador for the organization.
- Establishes relationships and cooperative arrangements with community groups and organizations, related to program coordination, collaboration, or other program needs.

- Regularly attends city and continuum of care meetings as a representative of the organization.
- Provides onsite tours and participates in external presentations and trainings pertaining to the EarthLinks program and garden as requested.
- Assists with annual Plant Sale and Holiday Sales.
- Serves on staff and Board committees as assigned.
- Assists with fundraisers and other events as needed.

Financial Management, Administrative Systems and Legal Compliance

- Works with the Executive Director in preparing an annual budget for the workshop program and oversees that the Program Team operates within the budget.
- Ensures that all financial records are maintained in accordance with organizational standards.
- Maintains program records and documents, and prepares routine reports, along with any additional reports as requested by the Executive Director.

Grants

- Identifies and communicates program needs and related costs, which serve as the basis for seeking grant funding for programs.
- Provides any necessary program data and information regarding EarthLinks as required by specific grant proposals.
- Ensures that programs adhere to restricted grant requirements and that all data needed for evaluation and grant reporting are collected and provided in a timely manner for grant reports.

Evaluation and Theory of Change

- Clearly articulates the programmatic theory of change.
- Regularly evaluates progress and impact of programs.
- Maintains accurate evaluation data and prepares and presents reports back to participants as well as to leadership, funders, and community agencies as appropriate.
- Ensures that program data and client records are accurately maintained.

Requirements: Research shows some women, underrepresented groups, and historically marginalized people tend to apply only when they meet every requirement in the posting. If you are reading this and hesitating to apply for that reason, we encourage you to apply anyway.

- Master of Social Work or LCSW preferred, however other comparable education and experience working with people impacted by homelessness and economic poverty may be substituted.

- Position requires individual to regularly lift 25lbs and occasionally lift 50lbs.
- Position requires the ability to bend, kneel, reach, push, pull, walk, sit, stand, grasp, stoop, crouch, twist and lift. Small motor movements are also regularly employed. Speaking and listening is required.
- Exceptional verbal and written communication skills required.
- Working knowledge of Microsoft Office Programs, especially Word, Excel and Power Point required. Knowledge and regular use of the internet is required, including but not limited to email. Ability to use standard office machinery such as copier, printers and fax machine expected.
- Experience with trauma informed practices and harm reduction required.
- Some gardening experience and/or experience with education/pedagogy is ideal.
- Crafting experience and knowledge of environmental sustainability issues preferred.

General Qualifications

- Ability to work independently with limited direction in a fast-paced environment; must be motivated self-starter.
- Excellent industry knowledge across human services, nonprofits, and foundations.
- Strong team builder and player
- A strong dedication to EarthLinks mission and the belief that community ends the isolation of homelessness as well as disrupts the cycle of poverty.
- Deep understanding of the roots and history of poverty and inequity in our communities.
- Experience in direct service as well as systems-level work with people experiencing homelessness.
- Commitment to work towards social justice and equity.
- Bilingual English/Spanish (or other language) is desirable but not required.

EarthLinks, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, national origin, sexual orientation, gender identity, disability, genetic information, age, or any other status protected under National, State and local law.