



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Ethos Program Director	Job Category:	Administrative
Classification:	Office Based Services	WC Code #:	8742
Location:	Ethos Youth Center	Travel Required:	Yes
Level/Salary Range:	\$4,507/month, exempt	Position Type:	Full time; 32 hours/week salaried exempt
HR Contact:	Kristin Lowery	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Alliance Executive Director		
Benefits:	9 paid holidays, 121.6 hours of paid time off per year, and a Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit options with a monthly benefits stipend of \$200.		

Applications Accepted by:
E-mail: kristinl@alliance4you.org
Subject Line: Attention: Human Resources





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Job Description

Role and Responsibilities

The Ethos Program Director is responsible for oversight of day-to-day operations of Ethos Youth Center (Ethos) and its prevention programs, Delta Impact and Pathos Screen Printing. This position is responsible for the following duties within each of these programs:

Overall Operations:

- Supervises Ethos Program Coordinator and Delta Impact staff
- Ensures each program's overall compliance with agency policies, funding guidelines, program objectives, program procedures, etc.
- Evaluates the effectiveness of each of the programs and works to determine future program development needs and changes
- Oversees office operations and facilities management of three work sites
- Ensures adequate staffing and resources to meet program needs

Personnel Management:

- Ensures Ethos and prevention program staff and volunteers receive the necessary training and orientation needed for successful job completion (40 hours of DV training, 40 hours SA training, supervisory training, etc.)
- Ensures staff and volunteers receive the necessary administrative training upon hire
- Ensures all staff are successfully implementing personnel policies and that all staff and volunteers are compliant with policies
- Ensures all personnel matters are addressed in a timely and appropriate manner
- Ensures ongoing staff meetings are occurring in a productive manner
- Ensures ongoing attention to morale and self-care issues within Ethos, Pathos and Delta Impact programs
- Oversee evaluations of all staff within Ethos, Pathos and Delta Impact

Data Oversight:

- Works to develop and maintain protocols and procedures for client data collection as necessary
- Oversees data entry and reporting for each program
- Ensures staff are adequately trained and have a good comprehension of data collection and reporting strategies
- Ensures data are entered into database in a timely manner
- Ensures statistical progress and data reports are run in timely and accurate manner, so information may be included in progress reports





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- Ensures data entry staff receives adequate training and supervision to ensure accurate and timely data entry

Training:

- Provides oversight and implementation trainings as necessary
- Seeks additional training for staff and volunteers when needed for professional and program growth

Volunteer Management:

- Ensures effective recruitment, screening, training and coordination of volunteers at Ethos and Pathos.

Administrative Duties:

- Attends Program and Administrative Team meetings
- Organize, coordinate, and attend meetings, as requested
- Attend Board meetings and create a board report for each meeting
- Acts as a liaison between administration and Ethos, Pathos and Delta Impact

External Relationships/Community Collaborations:

- Responsible for building and maintaining strong, collaborative community relationships throughout Mariposa County
- Represents the agency at all functions in Mariposa County
- Provides advocacy with external partners as needed, including law enforcement, human services agencies, etc.
- Ensures the provision of training to community partners, as requested and appropriate
- Ensures the development and maintenance of essential community collaborations
- Ensures program representation at community meetings deemed to be important to one or more program
- Includes Executive Director of agency in meetings and functions at times where it benefits a particular program, and at times where decisions may be made which will impact overall funding or operations of agency

Fiscal Responsibilities:

- Creates new budgets and monitors existing program budgets
- Regularly reviews financials for each program and makes recommendations to the admin team when budget changes are necessary
- Ensures spending remains within budget guidelines or that budget modifications are completed according to funding guidelines





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- Responsible for ensuring each program's compliance with day-to-day accounting policies and procedures

Fund Development:

- Searches for and proposes new grants and fundraising opportunities to Executive Director in accordance with programs needs
- Incorporates program evaluation results in searching for additional or different funding opportunities
- Responsible for overseeing local fundraising efforts (individual donors and events) for Ethos and Pathos – works to increase community and board involvement in fundraising efforts
- Ensures donors are thanked and information is compiled in agency database
- Works with Administrative Team in development of grant proposals for Ethos and Pathos

Grants Management:

- Ensures compliance with work plan objectives of all grants and contracts of the programs
- Ensures compliance with budget expenditures of all grants and contracts of the programs
- Works with the Administrative Team and program staff to ensure all fiscal and progress reports are completed in a timely and accurate manner
- Maintains ongoing communications with funders in program matters
- Maintains ongoing communication with Administrative Team when work plan and budget modifications are necessary

Complaints and Grievances:

- Reviews all complaints and grievances by community partners, staff, and clients of each program
- Brings complaints and grievances to the Administrative Team/Executive Director when necessary

Facilities Management:

- Ensures all facilities meet program standards, operate according the health and safety policies, and are run efficiently and effectively

Information and Technology:

- Ensures all program staff have their needs met with regards to technology
- Communicate with Administrative Team regarding major needs or problems with IT systems

Qualifications and Education Requirements

Knowledge of:





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- Primary prevention of domestic and sexual violence
- Adolescent development
- Positive youth development approaches
- Teen dating violence and sexual violence
- Crisis intervention and supportive counseling techniques
- Computer skills: Microsoft Word, Excel, PowerPoint, Internet/Emailing, Website Management, Social Media Strategies

Ability to:

- Communicate effectively orally and electronically in writing with individuals and groups.
- Organize and prioritize tasks according to deadlines and program needs.
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances.
- Demonstrate sensitivity to the overall diversity of the service population.
- Supervise volunteers and staff from various backgrounds and levels of experience.

Education/Experience:

- Bachelor's degree or equal life experience in social work, psychology, sociology, management, education or other related field preferred.
- Four years' experience working or volunteering within a non-profit youth program, violence prevention/response or related field preferred.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a valid driver's license and DMV clearance.
- Other duties as assigned

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.





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Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	3/9/2020	Revised Job Description Date:	

** Upon Hire, this will be signed and dated by the applicant. **

Signature

Date

