**Director of Programs**

Helping Link is seeking a Director of Programs to supervise a wide range of programs. You will be responsible for the delivery and overall success of each program, supervise volunteers and keep the Executive Director informed on progress, issues and performance. Duties include determining the scope of the program(s), setting deadlines and delegating tasks to team members, including volunteers.

This full-time paid position, which reports to the Executive Director, requires discretion with

confidential matters and the ability to manage multiple tasks and priorities. The ideal candidate

will play a collaborative role in developing and implementing systems that increase the

effectiveness and efficiency of our work and support our ability to grow and expand our impact.

Candidates must have flexibility to work within operating hours, which includes evenings, and

perform duties on-site (limited remote work available).

**Responsibilities and Duties:**

• Coordinating quarterly ESL, Citizenship and Computer/iPad classes, including scheduling,

registration, instructor support and online education portals.

• Coordinating community outreach for Helping Link programs.

• Assist in coordinating and navigation of information and referral services.

• Conduct volunteer recruitment and retention activities,

including email correspondence to different volunteer teams.

• Tracking reimbursements.

• Draft and/or send internal and external correspondence, primarily via email, at the

request of Executive Director and provide calendar coordination support.

• Provide support in financial planning, including annual budget and strategic plan

development, as well as coordinating fundraising and grant funding processes.

• Support communications and marketing tasks as needed, such as coordinating

production of the quarterly newsletter and printing.

• Assist with public relations and cultivating relationships.

**Minimum Qualifications:**

• 3+ years of work experience with program services, project management and

program/project coordination.

• Excellent verbal and written communication and interpersonal skills.

• Proven ability to work with efficiency, flexibility and compassion.

• Outstanding organizational skills, ability to multitask.

• Well-versed in all Microsoft Office programs (Word, Excel, PowerPoint) and social media including Facebook, Instagram, LinkedIn and X (Twitter)

• Database experience (such as use of Salesforce)

• Strong commitment to Helping Link’s mission and values

• Demonstrated leadership skills

• Strategic mindset

**Preferred Qualifications:**

• Experience in the nonprofit sector and program management

• Familiarity with English limited language learners

• Familiarity with the Vietnamese community a plus

• Bachelor's degree or any college-level education

This is a full-time exempt position. The annual salary range is $67,000-$72,000, depending on

experience, plus a benefits package.

For a complete job description, visit https://www.helpinglink.org/employment/. To apply,

please send a cover letter and resume to careers@helpinglink.org and include the job title in

the subject line. **Applications will not be considered without a cover letter.**