



Job Title: Program Director

Position Type: Full-time exempt

Salary Range: \$45,000-\$55,000 annually, commensurate with experience

Benefits Package: Medical, dental, vision, life insurance, PTO, paid holidays, Short-term Disability, 401K

Reports to: Executive Director

ORGANIZATION: Life House is an innovative nonprofit organization serving at-risk and homeless youth ages 14-20 located in downtown Duluth, MN. Focusing on Positive Youth Development through housing stability, educational support, economic security, improved health, and connection to community, Life House programs assist youth who are homeless or at risk of homelessness to overcome poverty, trauma, mental illness, low educational achievement and joblessness to transition to independent living.

SUMMARY: Reporting to the Executive Director and working in partnership with other Directors oversees and is responsible for the administration, operation, and overall quality and performance of Life House programs and services. This position would also provide community trainings and workshops about Life House programs as needed. The Program Director manages a growing staff, fostering the development of a highly effective and cohesive team. The Program Director evaluates programs relative to performance standards, in accordance with funder requirements and “best practices,” to ensure homeless and at-risk youth access needed services.

FOCUS AREA DUTIES AND RESPONSIBILITIES – Program Director:

- In consultation with the Executive Director and other Directors, recruit, interview, and hire well-qualified program managers and supervisors.
- Supervise and train Life House program managers, including annual personnel evaluations; oversee the hiring, training, and supervision of program staff; work closely with program managers to address unsatisfactory performance issues as indicated.
- Organize and attend staff meetings (weekly case consultation, managers’ program meeting, and staff meetings) to maintain effective communication.
- Ensure the quality delivery of overall program activities in accordance with the Life House mission and the strategic plan.
- Provide program administration and oversight ensuring that program reporting and data collection comply with all relevant legislation and funding requirements.
- Review research and attend trainings to stay current with best practices in youth intervention; develop and implement on-going staff training on organizational policies, safety procedures, cultural competence, mental health issues, etc. to ensure a safe workplace ensuring “best practice” integration into the comprehensive supportive service model.
- In conjunction with the Life House Directors and Program Managers, manage grant activities, including monitoring deadlines and preparing and submitting outcomes reports, financial records, etc.
- Supervise and coordinate program evaluation activities by maintaining Apricot and other program related data for grant reporting purposes; ensure program areas provide timely and accurate outcome data for strategic reviews.
- Communicate with youth participants, funders and other stakeholders to gain community support for Life House and to solicit input to improve service delivery.
- Assist the Executive Director and Director of Advancement with identifying funding sources in line with programming needs.

Other duties and responsibilities:

- Develop healthy and effective relationships with homeless and street youth while maintaining professional boundaries; demonstrate caring assertiveness in setting appropriate limits with youth.

- Attend and participate in community events and meetings related to youth intervention with direct service professionals in the Duluth Community and beyond.
- Provide community based trainings and workshops on behalf of Life House as needed
- Participate in Life House team trainings and management meetings; facilitating Life House program coverage as necessary.
- Perform other duties as may be assigned by Executive Director.

QUALIFICATION REQUIREMENTS:

Education: Bachelors of Art (required) in human services related field (Masters of Art) or equivalent combination of education and experience

Qualifications:

- Three+ years of management and/or leadership experience
- Demonstrated knowledge and experience in grant funding and grant management
- Strong computer skills: proficient in Microsoft Office suite, program evaluation solutions (e.g. Apricot),
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively,
- Demonstrated ability to think strategically and engage with the development of a strategic plan,
- Demonstrated knowledge of and ability to work effectively with youth given a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth
- Ability to pass a criminal background check
- Demonstrated knowledge and experience of working to address systematic oppression and implementing effective equity practices.
- Demonstrated experience in one or more of the following areas: human trafficking, trauma-informed care, intimate partner violence and/or sexual assault, mental health, chemical dependency.
- Demonstrated knowledge of utilizing a health equity framework and addressing the social determinants of health

Certificates, Licenses, Registrations:

Valid Minnesota Driver's License and proof of auto insurance.

Position is primarily grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Life House. Life House provides equal employment opportunity to all qualified individuals without regard to race, creed, color, sexual orientation, gender identity, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification.

If interested, please apply by September 19, 2022 or open until filled.

To apply send application, cover letter and resume to:

Life House
Attn: Human Resources
102 West 1st Street
Duluth, MN 55802

Or

Email: hr@life-house.org
Subject Line: Program Director

For an application, please visit: <https://lifeliveduluth.org/contact/careers/>