

## JOB DESCRIPTION

Position Title: Director of Programs  
Program: Administration  
Responsible to: Executive Director  
Classification: Full-Time, Exempt

**General Qualifications:** In alignment with the mission of **the YWCA of Kauaʻi to eliminate racism, empower women and promote peace, justice, freedom and dignity for all**, the ideal candidate will be able to contribute to a work environment that values diversity, creativity and mutual respect, as well as:

1. Communicate effectively, both orally and in writing, with people of various ages, cultures and backgrounds.
2. Maintain effective working relationships and be a team player.
3. Assume individual responsibility and work collaboratively.
4. Utilize good organizational and multi-tasking skills and be able to handle multiple priority tasks using independent judgment.
5. Perform all duties in compliance with the laws and regulations of the State of Hawai`i and the United States government.

### **Specific Qualifications:**

1. Two years of prior experience supervising staff engaged in direct client services is preferred.
2. Demonstrated expertise in utilizing computers for tasks such as website monitoring, data entry, word processing, and graphics.
3. Possesses excellent organizational skills with the capacity to effectively prioritize assigned tasks.
4. Proven experience working collaboratively with diverse groups of people.
5. Previous experience in public speaking is desirable.

### **Education & Technical Skills:**

1. Master's degree in social work or related field, such as psychology.
2. Advanced skills working on MacBook Pro and Window Based PC.

**Function:**

1. Provides administrative and professional leadership for the program staff.
2. Plans, organizes, coordinates, monitors and evaluates domestic violence and sexual assault victim services.

**Responsibilities:**

1. Stay updated of all programs, personnel, and services provided by the YWCA of Kaua'i.
2. Directly supervise program leads: Director of Crisis Services, Shelter Director, Prevention Director, Satellite Services Director, Social Justice Advocate, and Wiwo'ole Case Manager.
3. Oversees the Financial Empowerment Program.
4. Organize, prioritize, and directs services in order to meet association responsibilities to contractors and funders.
5. Identify program needs and ensure effective implementation.
6. Assists in developing and managing program operations and contract budgets; monitoring productivity and tracking activity statistics.
7. Ensure compliance with contract requirements including mandated reporting.
8. Acts as an emergency resource for program staff.
9. Develops and maintains effective working relationships with referral resources.
10. Conduct public relations activities, provide education and training, and represent the agency/program in the community by participating in various network, County, and State committees, and task forces.
11. Develop and execute in public relations plan with the Executive Director, ensuring its implementation, completion of action items, appropriate delegation, and works with staff to ensure effective communication.
12. Offer support and direction for programs and community activities.
13. Represents the YWCA as needed, at the request of the Executive Director.
14. Provide training for program directors and other staff members and contribute to the development of training plans for programs.
15. Assist with grant writing efforts.
16. Performs any other duties as assigned.

**Additional Requirements:**

1. Valid driver's license, vehicle and proof of insurance or means of transportation.
2. Current First Aid and CPR certification.
3. Willing and able to travel off-island for training and meetings as required.
4. Comply with background check requirements.

Acknowledgement of receipt of Job Description

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Name

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Date

Created May 14, 2024