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(707) 644-8909, [www.ccsolano.org](http://www.ccsolano.org)

275 First Street, Woodland, CA 95695  
530-241-4081

<b>Job Title:</b>	Programs Director	<b>Job Category:</b>	Director
<b>Department/Group:</b>	Administration	<b>Travel Required:</b>	Travel Required
<b>Location:</b>	Vallejo, CA & Woodland, CA	<b>Reports To:</b>	Executive Director
<b>Position Type:</b>	Full Time, Non-Exempt	<b>Salary</b>	DOE; range \$45,000-\$65,000

Catholic Charities of Yolo-Solano (hereinafter “CCYS”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano. We are seeking an organized, self-motivated individual to implement, coordinate and manage the programs and to support the mission, values and vision of CCYS.

NOTE: Not all unique aspects of the job are covered by this job description

### **Background**

The Programs Manager will support 3 Programs (Family Assistance, Counseling, and Immigration Legal Services) and will actively manage all aspects of CCYS’s relationships with partner agencies driving towards improving the overall relationship. The Programs Manager will manage all aspects of program delivery, including: logistics, design, implementation and troubleshooting. Under the guidance of the Executive Director and Deputy Director, the Programs Manager will participate in the development and implementation of program initiatives to meet yearly objectives.

### **Core Duties**

- Manage programs to meet yearly service and fiscal objectives, including collaboration with community partners
- Implement integrated data collection and management strategy
- Establish/implement record keeping and filing systems
- Manage program budget grants and associated reports
- Plan and execute strategies to improve delivery of services
- Primary liaison between staff and Executive Director
- Other duties as assigned

### **Education/Experience**

- Bachelor’s degree and 4 years of relevant experience; or a combination of education and relevant experience

### **Qualities/Skills**

- Proficient in Microsoft Word and Excel. Excellent written and oral communication and presentation skills
- Ability to drive cross-functional groups toward a common goal. Establish, revise, and implement strategic and operational goals for all facets of each program
- Experience with project management and the ability to manage multiple projects/programs simultaneously
- Experience with data collection systems and data analysis. Excellent organizational skills.
- Have the energy, vision and personal drive to create and execute an overall program development strategy
- High degree of professionalism and an ability to interact with a variety of individuals to significantly increase the visibility of CCYS.
- Demonstrate a creative and intellectual approach to problem solving.
- Be able to hold self and others accountable for outcomes; prioritize, manage multiple tasks and meet deadlines.
- Demonstrate high ethical standards and a personal commitment to the work of the Catholic Church.
- Supervisory skills; ability to work and relate to a variety of personalities and cultures with diplomacy.

Applicants must submit resume, cover letter, Diocese of Sacramento Pre-Employment Applications (found here: [Pre-Employment Applications](#) which should include three professional references) to Miriam Sammartino at <mailto:miriam@ccyoso.org> by October 8, 2018 for consideration. No phone calls pleas