

American Indian Family Center

Where American Indian Families Thrive!



Program Services Director

Application Deadline: Open Until Filled

Full-Time, Monday through Friday; Evening and Weekend Hours as needed

Salary: **\$65,000-\$75,000 Annually** (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

Position Title: Program Services Director

Position Description: The Program Services Director is responsible for working collaboratively with American Indian Family Center (AIFC) colleagues and its Board of Directors to ensure that all programs run smoothly and meet the needs of the American Indian community.

Major Areas of Responsibility: The Program Services Director provides oversight of AIFC's family, youth, housing, and employment services. This person will supervise staff in all service areas. The Program Services Director is responsible for the implementation and evaluation of programs with emphasis on measurable outcomes, best practices, and prioritization of community and culturally-specific services. This person will oversee and monitor team-based approaches with effective management, shared accountability, high motivation, and collaboration. This person will monitor program budgets, budget needs and financial resources to support programs areas of prioritized work.

Specific Job Tasks:

Program Administration/Fiscal Management

- Monitor and maintain budgets associated with all assigned programs.
- Ensure completion of data collection and evaluation of all assigned programs.
- Ensure completion of program reports as required by our grantors.
- Ensure maintenance of client files and confidentiality enforcement for programs.

Program Development/Implementation

- Develop and effectively implement program activities.
- Monitor scopes of work to ensure timeliness, quality and accuracy of activities.
- Ensure programmatic excellence through development and implementation of innovative performance and outcomes measures.
- Prepare and provide regular and timely programmatic updates across program areas, fostering fluidity of ideas, knowledge-building, and resource sharing.
- Work in partnership with colleagues to develop monitoring and evaluation tools.

Staff Supervision/Development

- Provide supervisory support to staff implementing programs in Employment, Housing, Family, and Youth program services areas.
- Promote and foster an environment in which proactive thinking and creativity are encouraged and rewarded.
- Serve as resource advisor to program staff and support their work by managing resources, opportunity, time, and information.

- Facilitate program team meetings on a regular basis.
- Participate in yearly performance assessments of program staff, including goal setting, and support professional development on an ongoing basis.

Organization/Community Leadership

- Conduct outreach and build relationships to increase AIFC's visibility and ensure strategic programmatic and organizational growth.
- Collaborate with key agencies to foster close relationships and work toward an integrated service model, fostering community-based strategies.
- Work collaboratively across sectors with diverse, authentic, and influential partners to achieve common goals.
- Attend staff and board meetings and contribute to committee work, such as strategic planning, safety discussions, organizational fundraising and development and social enterprise discussions and services.
- Support AIFC volunteers and interns.
- Support and adhere to established policies and procedures of the AIFC.
- Provide other duties as assigned.

Required Knowledge/Skills/Abilities:

- Proven ability to work with American Indian families.
- Demonstrated ability to develop and maintain relationships with partners.
- A team player is a must.
- Strong oral and written communication skills with attention to detail.
- Strong organizational and record management skills.
- Ability to multi-task, strategically problem solve and is solution focused.
- Trustworthy, ethical and authentic in all situations.
- A self-starter and reliable.
- Always maintain confidentiality.
- Familiarity with Saint Paul American Indian community.
- Well versed on Microsoft Office Suite.

Education/Experience:

- Bachelor's Degree in related field required; Master's Degree preferred.
- At least 7 years of professional experience working in a community-based organization and three plus years of supervision experience required.
- Cultural knowledge of and passion to serve the American Indian community required.

Physical Demands/Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to:
Kristin Kinney, AIFC Executive Director, at kristin.kinney@aifcmn.org.
 Selected applicants will be contacted to arrange an interview.

AIFC thanks you for your interest!