

COMMUNITY ACTION PROGRAM OF EAST CENTRAL OREGON (CAPECO)

Job Description

Position:	PROGRAM DIRECTOR
Supervised by:	Chief Executive Director
Supervises:	Directly supervises Independent Support Services and Food and Nutrition Department Staff; indirectly supervises all other CAPECO employees.
Department:	Independent Support Services & Food and Nutrition
Classification:	Regular Full Time
Position Status:	Exempt
Location:	Pendleton Main Office
Range/Salary:	Range 20 - \$4,178/month
Benefits:	Health, Dental, RX, Vision, Medical Bridge, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or can be picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or hr@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

Under the general supervision of CAPECO's Chief Executive Officer, the Program Director, oversees the planning, development, and supervision of all activities and programs within the departments of Independent Support Services and Food and Nutrition. This position will recommend various policies to CEO to achieve CAPECO's goals and objectives, establish systems to carry out programs, implement Board policies with strict ethical propriety, and represent CAPECO in the community.

ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

1. Serves as a part of the leadership team and shares in the administrative and financial responsibility of the agency.

2. Reviews and monitors existing programs to assure federal, state and local rules and regulations are followed as well as assuring financial accountability.
3. Develops proposals to sustain funding levels and/or to increase new program areas.
4. Attends various meetings with a wide array of organization in order to assume advocacy for low-income clients and agency programs.
5. Represents CAPECO by establishing and maintaining collaborative relationships with all sectors of the community so as to create the most favorable environment in which to achieve CAPECO's objectives.
6. Attends all meetings of the Board of Directors and assists the Chief Executive Officer in policy making, program development and agency oversight.
7. Assist the Chief Executive Officer with the implementation of the agency's Strategic Plan.
8. Develops and implements quality control programs utilizing an evaluation approach that encourages efficiency, effectiveness, and accountability.
9. Compiles and analyzes data, information and records related to program activities. Prepares and presents regular status reports and develop special reports as requested.
10. Serves on special committees and participates in civic and professional organizations as appropriate.
11. Keeps abreast of new administrative techniques, current issues, and important legislative developments through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Completes special projects and performs other duties as assigned by the Chief Executive Officer.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the job.

- Educational requirements include a Bachelor's Degree in related field. Advance academic training may be substituted for two years of the required work experience.
- Experience requirements include five or more years in progressively more responsible management experience, including administrative functions.
- Considerable knowledge of management practices and techniques involved in program operations, budgeting, personnel administration, grant writing and administration, and related areas.
- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex information and data, and in formulating policy and program recommendations and complex reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Basic skill in the use of computers and related software.
- Skill in planning and managing diverse programs, services, and personnel.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with clients, other agencies, the media, the public, and other employees.
- Ability to work effectively under stress and within deadlines and changes in work priorities.

- Ability to travel to other locations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 50 pounds.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid State Driver's License and insurable driving record is required

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above. I realize the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

SIGNATURE

DATE