VELA Bilingual Program Director, Full Time Position

About Us:
VELA empowers Spanish and English-speaking families of children with disabilities through hands-on learning, support and community. Through our program, parents learn how to support their child's strengths and needs, navigate medical and special education services, connect to community resources and become their child's greatest expert. We support families through the journey of having a child with disabilities by providing interactive and dynamic courses, support groups, case management and Family Fun Days. VELA is culturally responsive, person-centered and focused on ability within disability. We love what we do and have been doing it since 2010. Started as all-volunteer agency, today, VELA has 6 team members, a community of engaged volunteers, and a passionate and active Board of Directors. VELA is fast-paced, innovative and growing.

Position: Full Time Employee, 40 hours per week

Position Summary: We are seeking a highly organized and values-driven individual to support the growth of VELA's programming. The Program Director will provide oversight and management of VELA's programming, develop a comprehensive outreach plan to increase referrals and parterships and work closely with the Executive Director to develop our train the trainer program to integrate VELA's programming into schools and healthcare settings through fee for service contracts.

Primary Responsibilities
Program Management
- Manage and oversee all VELA programming for families of children with disabilities at our location including delivery of courses, support groups, family fun days and case management services
- Manage direct service program staff including program coordinator, parent facilitators, clinical social worker and childcare provider providing support and feedback through regular 1x1 meetings and annual performance reviews
- Manage program budgets and resource allocation
- Assist in compilation, analysis, and reporting of program outcomes for accurate and timely reporting of data and impact
- Ensure all program objectives are being met in alignment with VELA's Strategic Plan
- Work closely with the Executive Director to develop of VELA's Train the Trainer program to prepare current and new parent facilitators to deliver VELA's courses and workshops offsite through fee for service partnerships with schools, clinics and agencies

Outreach and Partnership Building
- Increase VELA's visibility within the educational, social service and medical communities to grow program referrals by 30%
- Develop and implement comprehensive and measurable outreach and recruitment plan and strategies in partnership with Program Coordinator

- Launch and manage Parent Ambassador program to engage VELA's graduates as part of outreach and recruitment strategies
- Represent VELA in the community across meetings with partners, funders, program participants and volunteers
- Provide presentations to small and large groups throughout the community about VELA's programming and impact to secure new partnerships, funders and/or sponsors
- Work closely with Executive Director to develop, coordinate and manage partnerships and funding contracts related to VELA program delivery for schools and healthcare clinics
- Secure a minimum of 3 new healthcare or educational partners interested in VELA's programming through fee for service contracts within the first year

About You

- Project management rockstar: Deconstructs projects into concrete actions and objectives. Aligns tasks to work schedules and staff assignments resulting in measurable successes. Highly-organized with a demonstrated ability to meet multiple deadlines and complete excellent work with minimal supervision
- Respected manager: Creates an environment where staff are supported and inspired to excel
- Relationship-driven: Builds strong relationships and adjusts to how individuals, organizations and cultures function and react; has the ability to sense how others are feeling and is able to easily establish and deepen relationships
- Values-driven: Shares organizational values, including a passion for social justice and equity
- Diversity-oriented; Experience working with diverse groups, including the disability community
- Effective communicator: Able to deliver clear and effective messaging both internally and externally in verbal and written forms
- Tech-savvy: Fast learner and excels at using systems including Google Drive, Microsoft Suite, Mailchimp

Requirements

- Bilingual Spanish/English required
- A four-year degree in a related field
- A minimum of four years' experience in a related position within the nonprofit sector

Compensation

This is a full time salaried position. Compensation is $50,000 annually and benefits include paid time off, flexible working hours and some remote hours.

To apply: Please submit resume and 3 professional references to maria@velafamilies.org with the subject line: VELA Program Director. No phone calls please.