



VELA Bilingual Program Director, Full time Position

About Us: When told that your child has a disability, your life changes. Acronym-filled paperwork, doctors, therapy sessions, and special education meetings become your new normal. Research shows parent involvement to be the greatest indicator of positive outcomes for children with disabilities, yet parents report feelings of powerlessness when navigating doctors, therapies and special education for their child. This is where VELA steps in- we partner with families and provide knowledge, empowerment, resilience and community. Through our courses and wraparound services, 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. In the last ten years, VELA has grown from a 100% volunteer-run agency to having 9 staff, a strategic board, and a community of volunteers that serves over 2,000 families annually. VELA is values-driven, innovative and intentional and we love what we do.

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 lead and manage VELA's virtual and in person programming for families, develop and implement a comprehensive outreach plan to increase referrals and partnerships, and participate in design of new program services and offerings. This position will unlock our ability to expand our reach and serve more families while also scaffolding VELA's growth.

Primary Responsibilities

Program Management

- Manage and oversee all VELA programming for families of children with disabilities at our location and virtually including delivery of courses, support groups, family fun days, workshops and case management services
- Manage direct service program staff including program coordinator, parent facilitators, clinical social worker and child care provider providing support and feedback through monthly team meetings, regular 1x1 meetings and annual performance reviews
- Manage program budgets and resource allocation
- Enhance, create and manage program policies, procedures and organizational systems
- Assist in compilation, analysis, and reporting of program outcomes and outputs for accurate and timely reporting of data and impact

Outreach and Partnership Building

- Develop and implement a comprehensive and measurable outreach and recruitment plan to increase enrollment in programming by 30%.
- 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 the Executive Director to develop new program services and offerings
- Secure new healthcare or educational partners interested in VELA's programming through fee for service contracts within the first year



VELA Program Director, Full time Position

About You

- Project management rock star: Deconstructs projects into concrete actions, objectives and deliverables resulting in measurable and proven successes. Highly-organized with a demonstrated ability to meet multiple deadlines and complete excellent work with minimal supervision.
- Respected manager and co-designer: Creates an environment where staff can grow, lead, feel supported and inspired to excel. Leads with, not at people. Enjoys developing others.
- Systems-builder: Creates and connects policies, procedures and systems to increase organizational efficiency.
- 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. High emotional intelligence.
- 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. Experience and ease creating and delivering presentations.
- Experience with the disability sector, specifically the Special Education system, preferred.
- Tech-savvy: Fast learner and experience with Zoom, Google Drive, Microsoft Suite, WordPress, Mailchimp preferred.
- Proven ability to completed some work remotely.

Requirements

- Bilingual Spanish/English required
- A four-year degree in a related field
- A minimum of 3-4 years' experience in a related position within the nonprofit sector
- Have a valid driver's license and have and maintain current auto liability insurance

Compensation and Hours

This is a full time salaried position. Salary ranges from \$61,00-\$65,000 annually depending on experience. Benefits include an additional \$300/month healthcare stipend, three weeks of paid time off and flexible working hours. The majority of work is to be completed M-F 9-5pm while keeping a hybrid in office and remote work schedule. VELA observes 10 agency-wide federal holidays as well as a holiday break from Dec 23rd-Jan 1st.

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

VELA is an equal opportunity employer and highly encourages people of color, people with disabilities, immigrants, women and LBGTQ individuals to apply.