



POSITION ANNOUNCEMENT

I. POSITION TITLE/STATUS:

Director of Programs
Full-Time, 40/hrs/wk, Exempt

II. REPORTING RELATIONSHIP:

- Reports to Executive Director
- Direct Reports – D&N Program Manager, SEPT Program Manager, Teller Program Manager, MFCF Program Manager, and CFIT Supervisor

III. SUMMARY DESCRIPTION OF POSITION:

Responsible for program personnel and program management, development and oversight of CASA of Colorado Springs, Inc. core programs and other programs and projects as assigned by the Executive Director. Monitors program goals and objectives, funding requirements, data collection, and training. Compiles status reports and contracts, evaluates and provides program outcomes and is a community liaison relating to programs.

IV. QUALIFICATIONS:

- A. Bachelor's Degree Required
- B. 5+ Years management and non-profit experience
- C. Proficient in MS Office & databases
- D. Training, mediation and facilitation skills
- E. Volunteer Management skills
- F. Fiscal Management skills
- G. Knowledge of court system operations
- H. Experience working in inclusive and diverse environments
- I. Excellent writing and speaking skills
- J. Data analysis skills

V. COMPETENCIES:

- A. Thorough knowledge of CASA programs, partners, mission history, principles and values.
- B. Troubleshooter and problem solver – ability to show initiative in detecting and setting up efficient systems to correct operational and personnel problems.
- C. Ability to grasp systems perspective broadly.
- D. Able to simplify projects.

VI. DEADLINE

Email your resume & cover letter by Noon on 2/21/2019 to: Debra Cline, HR, at debrac@casappr.org. No resumes will be accepted after this deadline. EOE