



PEAS Program Director

Reporting to the President & CEO, the Program Director (PD) is responsible for the overall success of the PEAS program. The PD oversees/administers the coordination and continued progression of program in planning, organizing, staffing, implementing and controlling all program components and activities. PD will coordinate with HR to effectively recruit and manage staff and will collaborate with the marketing department to develop necessary program materials for Outreach, Education and any other marketing needs that arise. PD will work closely with Choice in Aging's Controller in creating, updating and managing program budget. The PD is a mentor level position and as such is expected to lead by example, complete job tasks in a timely and accurate manner, and positively promote Choice in Aging in all endeavors. In addition, the PD works as an integral member of the Choice in Aging leadership and management team who work to ensure we meet our goal of providing the highest quality of services which enable frail elders and adults with disabilities to remain independent and retain their dignity while engaging in meaningful activities. The office will be in the Fairfield location, with occasional visits to the home office in Pleasant Hill or other CiA sites.

Essential Functions:

1. Oversee planning and implementation for all program components;
2. Initiate and manage goals for all aspects of program according to the requirements outlined in the program contract through Solano County;
3. Hire, manage and support all program staff;
4. Collaborate with HR to create program Policies and Procedures;
5. Develop and/or maintain budget and operations;
6. Creates and/or maintains all programmatic documents, forms, etc. to be used for program purposes;
7. Submit required reports to County and Agency supervisor in timely manner;
8. Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization;
9. Review and approve all client files;
10. Devise evaluation and monitoring strategies for oversight of staff;
11. Ensure program operations and activities adhere to internal policies and procedures;
12. Develop community partnerships and collaboration;
13. Participate in grant proposal needs when necessary;
14. Collaborate with HR and Marketing for program efficiency.
15. Prepare and assist with all audit and reviews performed by the county; ensure Choice in Aging is compliant;
16. Participate in and/or direct functions related to fundraising and outreach;
17. Participate in leadership and community groups;
18. Attend and support all agency fundraisers, outreach and special events;
19. All other duties assigned by supervisor.

Determinants of Success

1. Works regularly scheduled hours and communicates in advance when modifications need to be made;
2. Able to hear and respond to constructive messaging from supervisor.
3. Displays enthusiasm and passion for service and Choice in Aging's mission and embraces and demonstrates CiA's Core Values.
4. Strong organizational skills that demonstrate ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
5. Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff and external partners;
6. Strong verbal and written communication skills; ability to write clear, structured, articulate, and persuasive documents with great attention to detail;
7. Demonstrates proactive approaches to problem-solving, with strong decision-making capability;
8. Displays emotional maturity in all interactions with employees, counterparts, outside contacts;
9. Highly resourceful team-player, with the ability to also be extremely effective independently;
10. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrates the highest level of customer/client service and response;
11. Demonstrates ability to achieve high performance goals and meet deadlines in a fast paced environment;
12. Communicates clearly, effectively, warmly and cooperatively with management, co-workers and partners;
13. Ability to learn quickly, work under pressure, respond calmly to challenges and emergencies, and be flexible;
14. Reflects a positive image to the staff, participants, and community.

Minimum Qualifications

1. **Must be fully vaccinated against COVID-19**
2. Bachelor's level degree required, social service or behavioral science degree preferred;
3. Nonprofit experience preferred;
4. Minimum three years Administrative/Management experience required;
5. Budgeting/accounting experience required;
6. Advanced word processing/computer skills are required.

Job Type: Full-time (40 hrs/week)

Monday-Friday (Closed on all major holidays)

Hourly Rate: \$70,000 per year

*Application: Email resume and cover letter to: employment@choiceinaging.org Fax resume: 925-849-1784 Subject Line: *Title of Open Position* Note: The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. No phone calls please. Visit www.choiceinaging.org to learn more about Choice in Aging. Choice in Aging is an Equal Opportunity Employer.*