

JOB DESCRIPTION

Title: Assistant Director of Program and Personnel Engagement

Department: Administration

Wage Range: starting at \$50,000

Date Posted: 06/11/2022

Classification: Salary, Exempt

Reporting Relationship: Executive Director

Primary Office Location: YWCA Administrative Offices, 212 11th Street S – hybrid working model available if desired

The Assistant Director of Program and Personnel Engagement is responsible for supporting the Executive Director in managing the wide range of programs and services provided by YWCA La Crosse. The Assistant Director is responsible for ensuring programs align with the mission of YWCA La Crosse and are accessible and equitable. The Assistant Director of Program and Personnel Engagement will oversee that the HR and Employment functions of the agency are transparent, supportive, and equitable. The Assistant Director will be a caring and dynamic leader with demonstrated abilities for strong organizational, conflict resolution, and team building skills and will provide direct supervision and support to assigned Program Directors.

Detailed Job Functions:

General Expectations

- Possess a strong internal presence, model, mentor, and motivate the staff regarding the vision and mission of the YWCA.
- Provide leadership to designated staff and volunteers in areas of program development, management and team building which includes the following program areas and Program Directors – CASA for Kids, Restorative Justice, Child Center, Mission Impact
- Meet and maintain Child Center employee eligibility requirements and support the Child Center Director in ensuring all licensing and funding requirements are maintained.
- Support CASA in maintaining funding requirements and assist CASA Director in state and national CASA program representation.
- Support Mission Impact Director in designing, implementing and evaluating programming and mission related activities.
- Support Restorative Justice Director in expansion of Restorative Justice program into multiple school sites and community programming as appropriate.
- Assist in the development of effective programmatic plans, ensure plan implementation, and oversee that staff and leadership regularly monitor and report progress.
- Serve as a confident, articulate and persuasive advocate for YWCA La Crosse to increase its visibility and ensure a positive image with stakeholders.
- Participate in Board meetings as requested to provide information and insight regarding all internal operations and any relevant local, regional, national, legislative, or judicial issues.
- Network actively with professional colleagues to support supervised programs and the mission of the organization.
- Collaborate with Grants Administrator and Development Specialist to identify and obtain funding sources to sustain and enhance programming and the organizational needs.
- Ensure compliance with donor restricted funding and grant requirements.
- Regular monthly supervision/staff support meetings and weekly support for direct reports as assigned.
- Attend community meetings as appropriate
- Assist with planning and facilitation of monthly all-staff and leadership meetings.
- Coordinate leadership team meetings as needed; lead or support problem solving and visioning dialogue as appropriate; coordinate regular communication between Assistant Director team and Leadership team; coordinate supervision meetings and communication within leadership spheres as needed.
- Other duties as assigned.

Human Resources/Organizational Policy Oversight

- Ensure the appropriateness of job descriptions, performance expectations and measures of accountability, and continually empower staff to fulfill their roles and functions.

La Crosse

- In cooperation with others, develop an effective, all-inclusive onboarding process in accordance with organizational needs, strategic plan, and best practices.
- Review and recommend updates to organizational policies and bylaws to the Executive Director.
- Develop, implement, evaluate, and monitor a shared services human resources contract with an external organization to meet organizational human resources needs with collaborative input from the leadership team.
- Effectively communicate and support the finance/business department in ensuring all HR paperwork is compliant with state and federal guidelines.

Qualifications:

- Excellent interpersonal and professional skills and ability to establish relationships internally and externally and negotiate with and influence the regional organizations, local government and political representatives.
- Excellent oral and written communications skills and the ability to relate to all levels of staff, Board, children, families and communities.
- Able to inspire and motivate staff; create a dynamic work environment, be decisive yet inclusive, and model and teach a philosophy that encourages integrity, growth, creativity, appropriate autonomy, accountability and teamwork among staff.
- Demonstrated knowledge of and belief in the YWCA mission.
- Demonstrated, effective leadership and non-profit organization understanding
- A bachelor's degree and/or a combination of education, professional experience and life experience which will enable the applicant to identify and respond to the needs and concerns of womxn, understand the effects of the social/cultural environment on them and their self-perception, and be aware of factors which can be used to bring about change.
- Commitment to womxn, children and family services through previous work as a professional or volunteer leader. Experience in child care and human resources preferred.
- Demonstrated computer skills, include word processing, database and spreadsheet competence.
- Ability to travel locally, regionally, and nationally.