



Family Relief Nursery

Job Announcement: Program Director

The Program Director is responsible for developing and implementing services to keep children safe, promote healthy early childhood development, stabilize vulnerable families and restore family relationships. This position reports to the Executive Director and will: 1) assure high-quality, effective programs, 2) supervise and develop program personnel, 3) comply with budget, outcome and contract requirements, 4) foster positive relationships with program partners, 5) support fund raising efforts, and 6) oversee services in multiple locations. The Program Director has strong leadership and management skills, a commitment to early childhood, and experience helping families living in traumatic circumstances.

About Us and Our Services:

Family Relief Nursery is a 501c3 nonprofit operating in South Lane and North Douglas Counties. Family Relief Nursery seeks to stop the cycle of child abuse and neglect through prevention and early intervention that strengthens parents, builds successful and resilient children, and preserves families.

Family Relief Nursery provides services that are strength-based and family-oriented. We design each intervention program specific to the family's needs. Each enrolled family gets individualized goals and case management support with a social/emotional focus.

Essential Job Functions:

High Quality, Effective Programs: Responsible for leading, developing and implementing therapeutic early childhood services for families exhibiting an average of 13 risk factors for abuse and neglect. Provide strength-based, family-centered services that comply with the Oregon Relief Nursery model. Programs must meet quality standards for Oregon's Quality Rating Improvement System.

Staff Supervision and Development: Supervise program site supervisors and outreach staff in Cottage Grove, Creswell, and Drain. Oversee staff development (including reflective supervision), enforce professional standards, and support a healthy organizational culture for staff who work with families in extreme chaos and trauma.

Program Monitoring, Compliance and Reporting: Manage and develop systems that track and report client services and program outcomes. Comply with rules and requirements from Early Learning Division, Child & Adult Care Food Program, and other regulatory agencies.

Organizational Leadership, Management and Other Responsibilities: Lead and manage the program team to achieve organizational goals, fulfill program commitments and contracts, manage program outcomes and budgets, and report on progress. The Program Director is a key partner in successfully engaging the community and securing financial and in-kind resources. The Program Director is a member of the senior leadership team.

Knowledge and Experience:

- BA/BS in early childhood development, social work or a related field, with specific training in child abuse and neglect prevention, parent education, home visiting, and equity and inclusion or comparable Oregon Registry level considered. Master's degree preferred.

- Minimum of two years' experience in program development working with early childhood, adults and families, diverse populations, poverty and social services or a related field. Nonprofit experience a plus.
- Minimum of two years' experience in supervision and program management or any combination of training or experience providing the required knowledge skills and abilities.
- Exceptional organizational skills with an ability to lead and manage people, teams and programs, work independently, think strategically and contribute as a member of the senior leadership team.
- Strong preference for those with understanding of cultural competence, unconscious biases, educational disparity issues, and structural challenges to family success, and the leadership skills to further develop Family Relief Nursery's effectiveness in these areas.
- Exceptional verbal and written communication skills in addition to competency with computers and data systems.
- Bilingual Spanish/English preferred.

Success Factors:

- Able to relate sensitively and non-judgmentally to young children and families living in high- stress, chaotic situations with on-going crises and trauma.
- Able to support staff in emotionally challenging work and respond to crises when they occur.
- Represent the organization in community collaborations, program partnerships and statewide initiatives including the Oregon Association of Relief Nurseries.

Requirements:

- Valid driver's license, food handler's card, and first aid/CPR card. Pre-employment drug screen (including marijuana), criminal background check, DMV check, and proof of auto insurance required.

Salary Range and Benefits:

This is a full-time, exempt position with a salary range of \$50,000 - \$60,000 plus a generous benefit package including:

- Medical, Dental, and Vision
- Employee Assistance Program (EAP)
- 401k retirement plan with employer match
- Paid Jury Duty time
- 80 hours of paid sick leave per year
- 5 weeks paid vacation leave per year
- Paid Holidays

To apply, submit a cover letter and resume to peggyw@frncg.org. Please highlight your program management and nonprofit experience including experience with certified child care, USDA Child & Adult Care Food Program, program evaluation, grant management, and community engagement. Position open until filled.

Family Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace.

