



## JOB POSTING

### **Position title: Program Director, Connecting Forward**

The Program Director plans, develops, oversees, and evaluates services; assures adequate staffing; oversees the quantity and quality of services for Connecting Forward.

### **Duties and Responsibilities**

- Complete HR functions of role, in accordance with agency policy, including but not limited to: participate in the recruitment and interviewing process; make recommendations regarding hiring, discipline, and termination. Conduct and administer discipline and employee performance reviews; provide employee with coaching and support. Provide individual and group supervision for direct reports
- Maintain ongoing training and development plans for programs as whole and individual employees
- Play an active role in the agency and program leadership team.
- Lead, model, promote, and ensure that agency atmosphere and culture is reflective of agency value of employees, donors, volunteers and other partners
- Play a lead role in identifying organizational opportunities for innovation and program improvement; take ownership of, navigate and lead program and organizational change as required by the agency and stakeholders; deploy and execute program and agency projects as assigned
- Actively develop, cultivate and maintain positive relationships with community partners and organizations; represent agency in the community. Participate in community activities as assigned
- Other duties as assigned
- Regular attendance during office hours and reliable transportation required.

**Requirements:** This position requires a Masters degree in Social Work, Psychology, Counseling or related field and 3-5 years management/supervisory experience of counseling and program staff and 2-3 years of direct service/counseling experience. Ability to type, computer literate, including operation of Microsoft Office Suite.

**Submit resume to [hrdept@fcsnashville.org](mailto:hrdept@fcsnashville.org)**

EOE M/F/D/V