

## EMPLOYMENT OPPORTUNITY

### Division Director

The Division Director assumes responsibility for daily operations and strategic oversight of assigned service areas. Works alongside other Division Director(s) in providing oversight of all agency programs. The Director helps to guide strategic agency wide initiatives and program integration and is an integral member of the core management team addressing agency-wide issues.

**Director Portfolio:** This Director will be responsible for oversight of the following programs: Skagit Food Distribution Center, WIC, Veterans, Medicaid Transport, and Senior & Disabled. The Director will participate in the Veteran's Assistance Fund Advisory Committee, Board Meetings, Core, LTM, and will chair the All Staff Planning Committee.

#### **JOB DUTIES and RESPONSIBILITIES INCLUDE:**

1. Oversee, develop and monitor all aspects of assigned service areas and programs to maximize positive impact and ensure strict compliance with policies and regulations.
2. Supervise assigned staff and provide training as necessary.
3. Working with program managers and coordinators, oversee the integration of program services.
4. Serve or ensure representation and active participation/leadership in key local and statewide coalitions related to service areas.
5. Act as liaison between Community Action and representatives of state and/or local organizations of applicable program and key initiative areas; represent Agency in community by nurturing relationships with service clubs, groups, organizations, churches, chambers, businesses and key individuals.
6. Assist or manage strategic initiatives and interior committees as needed and assigned.
7. Assist with annual application and required reporting of public service components of Community Services Block Grant, as well as other agency-wide reporting and grant-making, such as United Way.
8. Collaborate with Executive Director as to program direction and operation; work with management team on policy and program development.
9. With Executive & CFO's assistance, manage grant preparation and monitoring, contracts, budgets, funding and alternative sources identification.
10. Provide regularly scheduled board reports, and reports required by grant or program guidelines.
11. Serve as a member of or facilitate Transformation Leadership, All Staff Planning Teams; Compensation Committee, as well as, board committees.
12. Participate in agency meetings and trainings, workshops, conferences and program training, as required.
13. Other related duties as assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- Bachelor Degree, Human Services or related field required. Master Degree preferred.
- Three-years of Human Services and administrative experience.
- Previous experience in personnel management and supervision.
- Previous experience in grant and program development and management.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

#### **License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance, if personal vehicle is used for work-related travel.

#### **Skills and Abilities**

- Bi-lingual (Spanish/English) desired; additional languages helpful.
- Creative problem-solving skills essential.
- Solid understanding of Community Action mission.
- Strong analytical and intuitive skills.
- Able to be flexible, manage change, and multi-task, with solid decision-making.
- Proficient in Microsoft Office Suite applications, including Excel, Word, Access, PowerPoint, Publisher and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.
- Ability to travel when required.

### **COMPENSATION AND BENEFITS:**

Starting Wage between: \$5,745.36 - \$6,498.53 salary per month (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Paid Holidays per year
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

### **TO APPLY:**

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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