

**Job Title:** STOP Grant Empowerment Lead Program Manager  
**Supervisors:** Grant Writer/Coordinator; Grant Advisor

Mai Family Services  
To apply, please contact:  
jobs@maifamilyservices.com



## **The Organization**

**Mai Family Services** is a community-based, local non-profit organization, which for over 30 years has provided assistance to South Asian families and individuals in need. The organization's mission is to raise awareness of the problems facing the South Asian community and to provide holistic support services in the areas of partner and family violence, substance abuse, mental health and senior issues through confidential and culturally sensitive intervention.

Mai Family Services has been awarded its first state-funded grant, the STOP Grant (under the Violence Against Women Act) towards creating an empowerment program for minority women. The Program includes the following components to promote self-sufficiency - ESL classes, a “Job/Soft Skills” training program, computer literacy classes, and a financial literacy program. Additionally, there is a support group for South Asian women who have experienced or are currently experiencing Intimate Partner violence (IPV).

## **Position Description**

We are looking to fill a half time position [30 hrs/week] for a Lead Program Manager to implement the MaiFS STOP Grant Empowerment program for South Asian survivors of domestic violence. This is a grant funded position for one year with the possibility of renewal for another two years. The Manager will be responsible for planning and organizing program activities as well as carrying out operational tasks related to the grant. This includes the management, supervision, evaluation and reporting of all activities related to the program. The ideal candidate is culturally sensitive, aware of issues related to South Asian DV survivors, a self-starter, creative, with excellent organizational skills, an eye for detail and able to understand the needs of and work with a diverse group of people. We are looking for someone with prior experience in managing a project and working with a non- profit organization.

## **Essential Duties**

1. Complete all trainings as required by the State and MaiFS
2. Work with Grant Supervisor to identify and hire consultants, liaisons, and/or instructors for the training programs
3. Develop an Outreach plan to disseminate information about the program to various South Asian community organizations in the metro Detroit area
4. Supervise STOP Program Manager to recruit and register participants for the program
5. Review curriculum, instructional materials, and training activities
6. Maintain and revise Program Schedule as needed
7. Review progress of each of the programs
8. Maintain accurate records and oversee maintenance of records regarding programs
9. Work with Consultants/Liaisons/Instructors to identify problems and develop solutions
10. Implement, manage, supervise and evaluate all activities related to the programs
11. Maintain budget and accurately track expenditures/transactions
12. Compile, maintain and report on the monthly, quarterly and annual program statistics
13. Work with underserved community leaders to develop, implement and evaluate recruitment strategies to expand the number of clients participating in the program
14. Create reports for both MDHHS and the MaiFS Board

15. Perform other grant related duties that may arise

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with minimum supervision.

The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- An undergraduate degree preferably in the Social Sciences, Social Work or related field.
- Familiarity with South Asian cultures. Knowledge of a South Asian language preferred.
- Detail oriented with strong critical, analytical, problem solving and leadership skills
- Creative, self-directed, highly organized and able to prioritize and manage multiple tasks and roles
- Ability to interact with people of varied cultural backgrounds
- Ability to work independently and as part of a team
- High proficiency in Microsoft Word Office, Excel, PowerPoint, etc.
- Ability to learn client data management system
- Effective oral and written communication skills
- Ability to work flexible hours
- Ability to travel and supervise programs at offsite locations
- Compassion, patience and understanding

### **Working Conditions & Physical Requirements and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Duties are performed in the MaiFS STOP office. It is NOT possible to work remotely. Some travel to off site class room locations is required.

**Supervision Exercised:** Program Manager, ESL instructor(s), Computer Skills Instructor(s), Financial Literacy Instructor(s), Soft Skills Instructor(s), Support Group Facilitator(s), and liaison(s) from partner organizations

**Day-to-day Supervision Received:** Grant Coordinator, and Grant Advisor

### **How to Apply**

Please e-mail a cover letter detailing your relevant experience and resume to [jobs@maifamilyservices.com](mailto:jobs@maifamilyservices.com) indicating “**Lead Program Manager**” in the subject line. We will accept applications and interview candidates on a rolling basis until the position is filled.