

Job Title: STOP Grant Empowerment 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. Execute the Outreach plan developed by the Lead Program Manager
3. Work with Lead Program Manger to maintain and revise Program Schedule as needed
4. Organize Transportation and Child Care for Program Participants as needed
5. Implement, manage, supervise and evaluate all activities related to the programs
6. Maintain accurate records and oversee maintenance of records regarding programs
7. Compile, maintain and report on the monthly, quarterly and annual program statistics
8. Work with underserved community leaders to develop, implement and evaluate recruitment strategies to expand the number of clients participating in the program
9. Create reports for both MDHHS and the MaiFS Board
10. 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: 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: Lead Program Manager, Grant Coordinator, and Grant Advisor

How to Apply

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