



Job Posting: Program Director

The Michigan Organization on Adolescent Sexual Health is seeking a full time Program Director. The Program Director will oversee the development and implementation of activities related to programming.

Job Purpose: The Program Director oversees the coordination and implementation of most MOASH programming, including supervising, staffing, monitoring, and reporting.

Primary Duties and Responsibilities: The Program Director performs a wide range of duties including some or all of the following:

PLAN PROGRAMS

- Supervise programs to ensure fitness, efficiency, and effectiveness in meeting program objectives. This includes program design, delivery methods, and evaluation.
- Develop new initiatives to support the strategic direction of the organization.
- Support annual and programmatic budgeting.
- Develop and implement long-term goals and objectives to achieve the successful outcome of programs.
- Stay on top of current and future trends facing our region and sector. Support the organization through change and innovation.

ORGANIZE PROGRAMS

- Ensure that program activities operate within the policies and procedures of the organization.
- Develop tools to document program activities.

STAFF PROGRAMS

- In collaboration with ED and other relevant staff, recruit, interview, and select well-qualified program staff.
- Support with leading and serving as a staff person on some programs, as needed and appropriate.

LEAD PROGRAMS

- Supervise program staff by providing direction through regular check-ins, input, and feedback, as well as being readily available and responsive.
- Work alongside program staff to communicate with stakeholders to gain community support for programs and solicit input to improve the program.

- Cultivate existing relationships with stakeholders with the goal of ensuring sufficient resources and access to services.
- Some training and support may be required for youth advisory council members, along with guidance and oversight of youth advisory council programming.
- Support with leading and serving as a staff person on some programs, as needed and appropriate.

MONITOR PROGRAMS

- Submit reports to ED and funders.
- Work with the ED and FD to ensure programs are operating within the approved budget.
- Monitor program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.
- Report evaluation findings to the ED and recommend changes to enhance the program, as appropriate.

Qualifications

- Strong understanding of grant monitoring
- Experience with grant reporting
- Ability to work independently while maintaining communication with colleagues
- Availability of, and comfort working in, a remote office
- Reliable transportation
- 2 years of related experience in sexual health education, program management, or related experience
- Demonstrated success developing and evaluating program models
- Strength in managing, developing, coaching, and retaining individuals and teams
- Proficient and efficient with technology (i.e., Zoom, Google Drive, EveryAction)
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and commitment to adolescent sexual health as a social justice issue

Work location: This is a remote work position, but candidates must be located in Michigan.

Working hours: This position is full time working approximately 40hrs/wk. Working hours are typically between 9am and 5pm, but there are times when work happens outside of 9am-5pm.

Salary & Benefits

- \$60,000-\$65,000 per 1.0 FTE
- Paid health insurance, dental, Vision
- Unlimited PTO
- 403b

To Apply: Send cover letter, resume, and the names and contact information of three (3)

professional references (we will not contact any references without first notifying the applicant) to: info@moash.org. We have a rolling application process until the position is filled, aiming for a September 2022 start date. No phone calls, please.

MOASH mobilizes youth voices, engages community partners, and informs decision-makers to advance sexual health, identities, and rights.

MOASH seeks to recruit the best-qualified people for its staff. In doing so, it will afford equal opportunity for employment, training, promotion, and compensation to all persons without regard to race, color, gender, national origin, sexual orientation, gender identity, gender expression, age, marital status, religion, HIV status, physical or mental disability, political affiliation, veterans' or military status, or any other status protected by applicable federal, state, or local law. MOASH complies with all applicable federal, state, and local laws that prohibit discrimination in the workplace.