



## **HOUSING & ENVIRONMENTAL JUSTICE PROGRAM DIRECTOR**

### **OUR MISSION**

We exist to uplift Latinx families in East Palo Alto and the mid-peninsula through community education, leadership development, and advocacy.

### **OUR VISION**

Nuestra Casa envisions a vibrant East Palo Alto community united around shared values, a multicultural community working together to ensure that all its residents are integrated and have access to the American Dream. Our families pave the road for other generations to follow through their participation in civic engagement activities and collaborative community actions.

### **WHO WE ARE**

Nuestra Casa has been serving the needs of the immigrant Latinx population of East Palo Alto and surrounding communities since 2002. Our organization rose out of a community assessment conducted by a group of local activists who were concerned about the growing needs of the rising immigrant population. Today, Nuestra Casa is positioned as the premier Latinx serving nonprofit in our community. Over the past five years, our growth has allowed us to expand our services and programming into neighboring communities like Menlo Park (Belle Haven region), North Fair Oaks, and Redwood City. Through our advocacy efforts, we also reach other communities in San Mateo County.

At Nuestra Casa, we welcome our community to a place that feels like home. We stand by their side to help them navigate institutions, build people's power, and use their voice to shape a new, more equitable community. Our programs transform our leaders into advocates actively engaged in our local economy, school district, and civic life. Together, we will build a community that leaves no one behind.

**Position Summary:** The Program Director coordinates all aspects of our housing and environmental justice programming. The ideal candidate is well organized, dependable, has excellent communication skills (English/Spanish), and has ample knowledge of East Palo Alto, Belle Haven, North Fair Oaks, and Redwood City. The program director also has a great passion for social justice.

### **Essential Duties and Responsibilities:**

- Provides leadership to staff with executive director and manages housing and environmental justice program's day-to-day operations, ensuring that all programs are delivered with the highest quality standards and that staff is adequately trained and oriented to their jobs.
- Supports overall staff recruitment and management efforts including outreach, selection, hiring, orientation, training, and performance management of assigned staff; ensures all assigned staff receive one-to-one supervision at least weekly and written evaluations annually.
- Develop and manage a work plan and processes for completing multiple, overlapping streams of work across initiative projects.

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- Develop program and project timelines to ensure project milestones and deliverables are met.
- Continually seek opportunities to strengthen and/or expand the program and its impact.
- Build and manage day-to-day relationships with government and community partners with the executive director. Work collaboratively with partner organizations on mutual contracts to provide high-quality services and ensure project timelines and outcomes are met.
- Represent Nuestra Casa and its work with local governments, San Mateo County, nonprofits, business, and civic and social movement leaders through meetings, communications, updates, speeches, and media interviews. Engage these sectors regarding our community's priorities and solutions.
- Facilitate meetings with staff and/or other external stakeholders and lead site visits as needed.
- Work closely with the executive director and communications/development staff members on high-level strategic questions and liaise with local government representatives and other partners.
- Lead staff in community engagement efforts to amplify community members' voices about housing and environmental justice issues. Drive related advocacy campaigns to build awareness of housing and environmental issues at local and state level.
- Collaborate with development director to identify and nurture funding opportunities.
- Work closely with the executive director and other Nuestra Casa senior leadership to contribute to project development and strategy for Nuestra Casa overall.
- Ensure program staff is properly scheduled to work so that all days are covered, and program services are delivered in a high-quality and timely manner.
- Be available by phone after business hours to support staff working on projects after those hours when consultation is needed.
- Manage data collection required for all programs program director oversees and ensures timely submission of reports. Nuestra Casa uses Salesforce for data management.
- Review, reconcile, authorize, and submit accurate and complete time records for projects as needed.
- Attend and participate in training events as required.
- Develop and maintain a respectful, caring, ethical, and empowering relationship with program participants.
- Actively nurture and advance the cooperative, harmonious, and teamwork-oriented work culture that Nuestra Casa strives to promote within the workplace.
- Drive own vehicle to project destinations, as required; documenting and reporting mileage according to agency procedures.
- Perform other related duties, responsibilities, and special projects as assigned by the leadership team.

### **Reporting Responsibilities**

The Program Director reports to the executive director and is a hybrid position.

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## **Qualifications**

- Must be passionate about Nuestra Casa's mission.
- Bilingual/bicultural in English/Spanish.
- Minimum 5-10 years of demonstrated work experience providing services to vulnerable communities preferred. Demonstrated experience in a program serving immigrant needs and community organizing strongly preferred.
- Minimum 3+ years of demonstrated experience providing program management, staff supervision, and leading multidisciplinary teams in a related field are strongly preferred.
- Demonstrated experience effectively managing line-item operating budget strongly preferred.
- Quality Management and Problem-solving—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness. Quick to identify and troubleshoot problems. Customer Service—manages difficult client situations, responds promptly to community members' needs, and solicits community members' feedback to improve service.
- Oral and written communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings. Completes written progress notes and other formal communications skillfully and professionally.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Excellent computer skills in a Google Suite environment, including email and Internet navigation required. Experience with Salesforce is a plus. Experience managing web-based time and attendance and staff training and development systems strongly preferred.
- Ability to work flexible hours, including some evenings and weekends.

## **Physical Demands**

The physical demands described here represent those that an employee must meet to perform this job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties associated with this position, the employee is regularly required to walk, drive, stand, sit, and climb steps. The employee frequently is required to use hands and fingers to operate a computer keyboard, mouse, and telephone and talk and hear. The employee must occasionally bend, lift, and/or move up to 25 pounds. Specific vision abilities required by this position include a vision to drive, vision to walk, close vision, peripheral vision, and the ability to adjust focus.

## **Special Requirements:**

- This position requires frequent driving. A valid California driver's license, reliable personal vehicle, current personal auto insurance as required by law, and an MVR sufficient to obtain



and reasonably maintain insurability under agency auto liability policies are all essential job requirements.

**Salary**

The Program Director position will pay a competitive salary based on market rates and commensurate with experience. Upon successful completion of a 6-month probationary period, the position will become permanent. This position is full-time and exempt with excellent health, dental and vision coverage, 401(k), and paid holidays and vacation days.

**APPLICATION PROCESS:**

All interested parties should submit a cover letter and résumé to [Info@nuestracasa.org](mailto:Info@nuestracasa.org).

*Nuestra Casa is an Equal Opportunity Employer.*

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