



<b>Job Title:</b>	Director of Programs	<b>Job Category:</b>	Exempt
<b>Reports To:</b>	Executive Director	<b>Position Type:</b>	Full-Time
<b>Level/Salary Range:</b>	\$65,000 - \$70,000		

Since 1982, Latin United Community Housing Association has served thousands of moderate and low-income families with Affordable Housing Development, HUD Certified Housing Counseling, Senior Home Repairs, Legal Assistance and through its Freddie Mac Borrower Help Center. LUCHA has developed 198 units of affordable housing in the West Town, Humboldt Park and Logan Square communities and partners with residents, community organizers, financial institutions and government agencies to maintain its assets for the benefit of the community and to advocate for greater affordable housing options in the City of Chicago and beyond.

**Position Purpose:** In support of its mission, LUCHA seeks the ideal team leader that will combine energy, leadership and innovation for the organization’s resident and community services including the Housing and Urban Development Certified Housing Counseling program, the LUCHA Law Project, LUCHA’s resident services and other programs run by LUCHA in fulfillment of contracts and grants from various sources. The Director of Programs coordinates all programming and oversees implementation of LUCHA’s strategic plan as it relates to program design, implementation, and evaluation. The Director of Programs will work with a talented team of approximately a dozen staff dedicated to serving the community across the housing spectrum and through the lens of sustainability, collaboration, and equity.

**Requirements:**

- At least five years of cumulative experience in housing related service programs;
- At least three years of supervisory experience, training in supervision strategies preferred;
- Sector knowledge related to housing;
- Experience engaging affordable housing and other advocacy issues;
- Excellent verbal and written communications skills and abilities to facilitate meetings and train staff;
- Well-organized and detail oriented, able to think strategically and plan accordingly;
- Strong technology-related skills including with the Microsoft Suite and client management systems;
- Excellent relational skills, cultural competency, and ability to engage a diverse community of people,
- Bi-lingual (Spanish/English) language skills

**Specific Position Responsibilities:**

- Coordination and integration of programming to serve households at the highest level possible:
  - Manage relationships with all pertinent entities, both governmental and community based, and individuals, to ensure compliance with program requirements
  - Manage all programs and their components, including the effectiveness of each service, the provision of services over the long-term, internal coordination, and the quality of entered data
  - Identify new program needs as ascertained by housing or demographic data and research.
- Supervision of all program staff and monitoring the quality of outputs and outcomes:
  - Monitor client/ staff interaction to ensure the quality of services provided
  - Conduct meetings with staff and arrange for professional development opportunities
  - Conduct all program staff evaluations (informal and formal) and recommend salary increases for their employee
- Evaluation of Programs:

- Assure that programs meet programmatic goals and objectives
- Collect and review employee data related to service provision both through data reports, case management digests and case reviews
- Compile reports on performance and program accomplishments for sources of funding
- Conduct service delivery outcomes evaluation and reporting
- **Manage Partnerships Related to Service Provision:**
  - Develop partnerships to leverage services to increase system-wide responses
  - Represent LUCHA in city, state or national forums, coalitions, and committees to share information and seek opportunities to enhance programs and advocate for systemic change, particularly as related to housing
  - Manage all internship relationships with various universities
  - Work with other organizations to enhance services and increase organization resources and linkages
  - Attend events as they relate to organization programs
- **Contribute to Organization Administration:**
  - Work with Executive Director to implement LUCHA's strategic plan across programs
  - Assist in writing program descriptions for grants and funding requests
  - Meet regularly with lead staff and provide program updates
  - Coordinate with the Finance Director to manage departmental budgets and expenses

This position requires flexibility in schedule, duties, or unexpected events/circumstances that may occur, so tasks that are not specified on this document may be required. The schedule is also subject to change based on the needs of the program and clients and includes extended and non-traditional hours. This position also requires participation and attendance at conferences, meetings or organization-sponsored events and meetings across the city, region, and country.

### **Physical Activity**

Nature of work requires an ability to operate standard business office equipment.

Requires a vehicle and valid license and the ability to transport and carry up to 15 pounds of materials to satellite locations, though accommodations can be made to candidate that otherwise meets qualifications.

Requires the ability to communicate and exchange information, collect, compile and prepare work document, set-up and maintain work files.

### **Benefits:**

Life and disability, health and dental insurance, 401(k), paid vacation and holidays.

### **How to apply:**

Send Resume, Cover Letter and three references via email only, with the subject line "LUCHA Director of Programs" to Maria Galarza, Manager of Administration, at [mgalarza@lucha.org](mailto:mgalarza@lucha.org).

### **Deadline for application:**

Until the position is filled.

### **Potential start date:**

November 01, 2020.

*LUCHA is 501(c)(3) nonprofit corporation and an equal opportunity employer. To learn more about LUCHA, please visit [www.lucha.org](http://www.lucha.org)*



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