



A healthy Christian home and family for every Haitian child.

Programs Director Position Description

Position: Full Time, 40 hours per week

Location: COTP campus, in Lagossette, Haiti (located near Cap-Haitien and Milot); as needed in the surrounding communities we serve

Position Summary: The vision of COTP is a healthy, Christian home for every Haitian child. We seek to achieve this vision by serving families at-risk of separation through family preservation programs to keep families together and empower them for sustainable health and wellness. In addition, when a separation of child from family occurs, we pursue alternative family care for the child and provide temporary family-style residential care whenever needed.

The Programs Director will be responsible for overseeing, directing and developing the Programs Department. This will include planning and implementing a strategic vision, managing and equipping a unified staff, orienting the department to the overall mission, managing resources, and promoting a commitment to excellence. The Programs Director must have a passion to serve others. The individual is expected to: be a team player; be self motivated; have a high attention to detail; be a hard worker; and be patient. The individual must be responsible with time and resources, as well as efficient and resourceful.

Position Duties and Responsibilities:

- **Management and development of Program staff:**
 - Recruiting, selecting, orienting new program staff when necessary; training all program managers; identifying and pursuing opportunities for program staff development
 - Supporting a healthy work environment and supporting employee's professional growth
 - Providing accountability for program managers through communication of their expectations, regular feedback, encouragement, evaluation, and disciplinary action when necessary; enforcing organizational policies and procedures
- **Strategic planning and outcomes:**
 - Initiate and set goals for programs according to the strategic objectives of the organization
 - Lead program managers in the planning of programs, including developing program processes, setting goals and attaining milestones
 - Lead regular monitoring and evaluation of program activities, and devise strategies to ensure efficiency and effectiveness of program objectives.
 - Develops program systems and structures - including program policies and protocols - to provide clarity and support completion of program objectives.
 - Reports to senior leadership and Board on program outcomes
 - Contribute to development of strategic planning for the organization
- **Financial stewardship and oversight of program:**
 - Prepare annual program budgets in collaboration with program managers
 - Regularly review expenses; initiate corrective actions when necessary.
 - Assist in seeking out and writing grant proposals as needed
- **Partnerships and Community Engagement:** Pursue and develop partnerships with community services and leaders that contribute to achieving the strategic objectives of the organization.





A healthy Christian home and family for every Haitian child.

Position Skills and Qualifications:

- **Education:** University degree (bachelor's degree minimum; master's degree preferred) in social work, international development, or in a related field. Additional certificates or trainings in related work is an asset.
- **Experience:** Minimum of 2 years experience in a program's director or management position, including experience in overseeing the administration of an organization's strategic objectives. Must have experience in orphan and vulnerable children care, particularly working with families at-risk of separation.
- **Competencies:**
 - Excellent organizational and leadership skills
 - Thorough understanding of program management techniques and methods
 - Knowledge of program monitoring and evaluation techniques
 - Knowledge of best-practices in field of orphan and vulnerable children care
 - Strong interpersonal skills and self-awareness; strong communication skills
 - Ability to coach and foster teamwork; ability to galvanize team around a common goal
 - Ability to work well within a team; demonstrates humility and a team-first approach.
 - Ability to work with other organizations for the benefit of God's kingdom work.
 - Working knowledge of MS Word, Google Drive
- **Faith:** Clearly expresses and demonstrates a lifestyle of living out their faith in Jesus Christ as their Savior.
- **Language:** Fluent and a strong communicator in written and spoken Creole and English. Fluency in French is also a preferred asset.
- Demonstrates a level of perspective and maturity as a result of their previous life experiences.
- Complete and clear a criminal background check for working within a vulnerable sector.

Accountable to: Executive Director

Compensation Package: Salary and benefits to be determined if a contract is offered.

