



**HUMBLE AREA ASSISTANCE MINISTRIES (HAAM)  
Job Description**

**Job Title:** Associate Program Director  
**Reports To:** Program Director

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**QUALIFICATIONS**

**Work Experience:** Minimum of 5 years of successful, nonprofit programming experience.

**Education:** Master's degree in Social Work or a related field required. LMSW OR LCSW preferred

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**Summary:**

Under the direction of the Program Director, this position is responsible for coordinating all client services programs, including program staff, volunteers and student interns, for the agency.

**PRIMARY RESPONSIBILITIES**

- Design, administer, and evaluate all programs consistent with the agency's strategic plan; local and national policies; client needs; and community indicators, trends, and practices.
- Supervise all program staff; participate in the evaluation of all other program staff.
- Supervise student intern program.
- Ensure that all program staff members are competent and receive the necessary ongoing professional training to ensure the agency's success.
- Provide oversight of program volunteers ensuring each volunteer has adequate skills to support the program/staff and fulfill required duties.
- Work with the Program Director to develop new programs and refine existing ones.
- Oversee all program policies and procedures, provide quality control measures and standards, and maintain an accurate program manual.
- Manage budget for the different programs as it relates to the use of resources for client services.
- Brings up forward thinking on ways to implement services in order to ensure that the agency's goals are met.
- Work with local agencies, organizations, and committees to ensure HAAM's presence and visibility in the community.
- Provide and interpret agency statistics to the Program Director and other appropriate sources.
- Coordinate the use and disbursement of all program grants in accordance with the applicable regulations and restrictions.
- Ensure that all recordkeeping and grant reports are complete, accurate, and on time.

- Develops needs assessments addressing services gaps and provides Program Director plan with funding needs.
- Serve as agency spokesperson as appropriate/needed.
- Conducts ongoing staff meetings and supervisor with student interns. Participate in organization-wide programming activities.
- Attend weekly meetings of the Program Director and as needed with other Agency Management.
- All other duties assigned.

### **SKILLS AND QUALIFICATIONS**

- Bilingual preferred.
- Must be able/willing to supervise college/graduate student interns.
- Must be willing and able to work with diverse populations in diverse locations.
- Must be willing and able to make last-minute changes to accommodate job responsibilities.
- Must have viable transportation.
- Ability to work well in a team environment.
- Ability to handle multiple, concurrent programs.