

Program Director Job Description

Progress Center for Independent Living

The Program Director is responsible for providing strategic direction, coordination, and oversight of the organization's core programs and services. This role ensures that all program areas operate effectively, meet funding and compliance requirements, and uphold the mission and values of Progress Center for Independent Living (PCIL).

Essential Functions:

1. Reports to the Executive Director.
2. Communicates progress and activities of direct service staff to the Executive Director.
3. Supervises program staff, including service team coordinators, direct service staff, and community organizers.
4. Develops and implements programs and services.
5. Monitors program progress, identify challenges, and implement solutions to maintain high-quality services.
6. Provides strategic guidance and coordination for all PCIL program areas, ensuring alignment with organizational goals, independent living philosophy and community needs.
7. Responsible for managing all documentation required by funding agencies as it relates to the provision of direct services.
8. Ensures compliance with all contractual obligations, state and federal requirements, and reporting standards.
9. Assists the Executive Director with the recruitment and interviewing of direct service staff.
10. Establishes and implements orientation and training programs for new staff and volunteers.
11. Assists the Executive Director in the development and ongoing implementation of policies and procedures.
12. Coordinates volunteer recruitment and utilization.
13. Serves as a liaison with community groups and human service agencies as appropriate.
14. Serves as a resource person for direct service staff.
15. Evaluates program effectiveness through data analysis, staff input, and community feedback.
16. Ensures timely and accurate submission of program reports to funders and leadership.
17. Assists in the identification and development of public and private funding initiatives as they relate to the provision of direct services.
18. Leads the development and implementation of annual program plans and objectives.

19. Conducts individual service coordination meetings with direct service staff as appropriate.
20. Runs, attends, and participates in regular staff meetings.
21. Conducts regular supervision meetings with direct service staff as appropriate.
22. Complies with all established policies and procedures of the Center and serves as a role model for other staff.
23. Travels to meetings to related job responsibilities and represents the Center when appropriate.
24. Serves as a liaison to the Program Committee of the Board.
25. Represents the Center and its activities to the media when appropriate.
26. Responsible for development and implementation of community outreach, public education and staff in-service programming.
27. Produces a quarterly newsletter.

Qualifications:

- Bachelor's degree required, preferably in human services, social sciences, public administration, or a related field; Master's degree preferred.
- At least three years of related professional work experience, preferably in program coordination, administration, or related leadership role with at least one year in a supervisory role.
- Must have reliable transportation and be able to travel within the service area and to other areas of the state as necessary.
- Knowledge of the Suburban Cook County area and resources available.
- Must be able to work independently with self-direction.
- Must have experience working with people with disabilities (personal experience preferred).
- Strong knowledge of disability rights, Independent Living philosophy, and community-based services.
- Demonstrate ability to be flexible with work hours.
- Demonstrate experience with program development.
- Excellent public relations and interpersonal communication skills.
- Ability to manage time effectively and delegate responsibility appropriately.
- Ability to work collaboratively with diverse staff, consumers, and community partners.
- Commitment to equity, inclusion, and empowerment of people with disabilities.
- Experience managing grants or compliance-heavy programs preferred.
- Experience working in a Center for Independent Living or disability advocacy organization preferred.
- Bilingual proficiency (English/Spanish) a plus.

PCIL offers excellent benefits - Health, dental, and vision insurance, as well as vacation, sick leave, and paid holidays. Opportunities for professional development.

Qualified, interested candidates should email a resume, cover letter and salary requirements to: hesparza@progresscl.org

Progress Center for Independent Living is an Equal Opportunity Employer. We strongly encourage people with disabilities to apply.