

Position Title: Latinx Program Director  
Reports to: Associate Director  
Hours: 40 per week. Full-Time, Exempt.  
Location: San Luis Obispo County  
Salary: \$23.00-\$25.00/hour + benefits  
Apply by: Position is open until filled.

Please submit a resume and a cover letter electronically to HR@standstrongnow.org. NOTE: Please put "Latinx Program Director" in the email subject line. No calls. Submissions will be reviewed on an ongoing basis until the position is filled. Visit [www.StandStrongNow.org](http://www.StandStrongNow.org) to learn more about us.

**Purpose and Responsibilities:**

Under the direction of the Associate Director, the Latinx Program Director is responsible for leading the Latinx Program, supervising Stand Strong's Latinx Program advocates, and general oversight of the Latinx services of Stand Strong.

**Job Duties:**

- Lead the Latinx Program. Ensure that client needs are fulfilled by allocating Advocates' hours appropriately according to grant funding.
- Collaborate closely with other Department Heads and staff within Stand Strong to maximize availability and coordination of services for clients.
- Assist with securing and overseeing funding for the Latinx Program, including contributing to grant writing and reporting, collecting data, maintaining client confidentiality, maintaining proper records, and ensuring grant objectives are consistently met or exceeded.
- Supervise Advocates in the Latinx Program.
- Work closely with Stand Strong's Finance team to oversee departmental budget.
- Collaborate and coordinate with community partners, including conducting community outreach and recruitment presentations to relevant groups (e.g. Latino Outreach Council, Center for Family Strengthening, etc.).
- Act as the agency's official liaison with outside constituents relevant to Latinx services.
- Assist in conducting feasibility analysis of new services, considering new approaches, and exploring new sources of program revenue.
- Participate in regular department, all-staff, and other meetings as requested by the Executive Director and/or Associate Director.
- Other duties as assigned.

**Qualifications and Requirements:**

- A minimum of four years' experience working in domestic violence or a related field.
- Extensive knowledge of the Latinx community.
- Must be fully bilingual, with written and oral fluency in English and Spanish required.

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- Knowledge and understanding of how domestic violence impacts underrepresented communities.
- Knowledge and understanding of trauma and its effects.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and strong computer skills.
- Must have a valid CA Driver's License with current registration.
- Must satisfactorily pass a background check (paid for by employer).
- Completion of California's 40-hour DV training program is required prior to working with clients.
- Some nights and weekends will be required.

**Key Characteristics:**

- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Able to work independently.
- Able to handle sensitive issues with discretion and confidentiality.
- Demonstrated cultural competency in dealing with diverse populations.
- Works closely, cooperatively, and collaboratively with others.
- Strong work ethic and commitment to the organization's mission and vision
- High level of initiative and reliability.
- Enjoys problem-solving and is willing to find creative solutions.
- Open to acquiring new expertise and skills.
- Observant and able to anticipate and respond quickly to needs of clients and staff.
- Enjoys problem-solving and is willing to find creative solutions.
- Adapts to and works effectively in a variety of situations.
- Ability to learn new technologies and software.
- Acts on and makes timely decisions, takes responsibility for own results, and maintains a professional image.
- Strong planning and organizational skills, as well as the ability to manage multiple tasks, meet deadlines and respond to changing priorities.

**Please Note:**

- Stand Strong is an equal opportunity employer (EOE) and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, marital status, age, sexual orientation, gender identity, or any other protected status covered by Federal and State laws.
- This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.

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