



JOB ANNOUNCEMENT

JOB TITLE:	Associate Director
PROGRAM:	Administration
SUPERVISED BY:	Executive Director
EMPLOYMENT STATUS:	Full time, permanent, exempt
SALARY:	Up to \$5,416.66 per month DOE
CLOSE DATE:	Open until filled

BASIC RESPONSIBILITIES:

Under the general direction of the Executive Director, the Associate Director is responsible for all program operations of the agency. Major areas include oversight and maintenance of agency standards; supervision of program management staff; program development and evaluation; contract administration and compliance; coordination of agency proposals; budget planning; Board committee representation; community and fund source collaboration; and other responsibilities related to agency management. In the absence of the Executive Director, the Associate Director assumes his/her responsibilities.

GENERAL EXPECTATIONS:

- Support and comply with the values, policies, and practices of Atlantic Street Center.
- Provide leadership to all employees.
- Work as part of the agency teams.
- Abide by the agency's confidentiality policies.
- Strong focus on integrating program services to maximize benefits to participants and clients.

SPECIFIC DUTIES:

1. Ensure management practices consistent with agency standards.
2. Examine, develop, and maintain agency administrative procedures.
3. Supervise Program Managers and Coordinators. Conduct performance evaluations and ensure professional development.
4. Provide direction to and ensure program development for Youth and Family Leadership and Counseling Programs.
5. Negotiate and administer agency contracts and ensure compliance with objectives. Develop related reporting procedures.
6. Ensure compliance with procedures for participant and data record keeping.
7. Assist in fundraising activities; Ensure coordination of agency proposals.
8. Assist the Executive Director in budget planning. Ensure compliance with program budgets.
9. Approve agency expenditures and billings.
10. Serve as staff representative to designated Board Committees as assigned by Executive Director.
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: Masters in Social Work, Psychology or related field required. Licensed LCSW, MFT, MHC, etc. in WA State required.

EXPERIENCE: Five or more years of direct clinical experience and staff supervision required.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of child development, family support principles, the dynamics of high-risk families (including DV and all forms of abuse), effective treatment approaches and successful programs for populations served by ASC.
- Strong knowledge and understanding of WAC and RCW provisions regarding mental health.
- Strong knowledge of PHP, United Way and other governmental human service program requirements.
- Demonstrated ability to provide effective program planning, implementation, coordination, evaluation and budgeting.
- Demonstrated ability to supervise multi-ethnic/multi-cultural staff and coordinate a variety of human services programs.
- Strong written communication and public speaking skills.
- Demonstrated success in generating funds through proposal development, governmental contracts and public speaking.
- Demonstrated ability to maintain effective working relationships with staff, participants, volunteers, collaborators, community representatives, fund sources, and the general public.

To apply: Qualified individuals should submit a resume and cover letter that clearly states How you meet or exceed the minimum qualifications.

Submit materials by e-mail or Fax to:

**Human Resources
Atlantic Street Center
Fax: (206) 329-2171
jobs@atlanticstreet.org**

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