



Program Director

Purpose of Position:

The Program Director is responsible for managing the programs and services of the Women's Cancer Resource Center, including: managing program staff; working with the management team to develop agency budget and working with program staff to manage to budget; participating in obtaining funds/grants for the organization; and overseeing program evaluation and data management. This is a full-time, exempt position, with some evening and weekends required, and this position reports to the Executive Director.

Essential Duties and Responsibilities Include:

Programs and Services Delivery and Management

- Manage delivery of all programs and services. Oversee implementation of online programs and services, and logistics related to protecting client privacy, accessing services online, etc.
- Update and create processes and procedures for new and existing programming as necessary.
- Manage execution and maintenance of new and existing programs, including timely completion of grant-funded program deliverables.
- Recruit, hire, train and supervise the work of clinicians, instructors, interns, and other mission delivery staff and volunteers.
- Provide supervision on clinical care planning to program staff, including Master's level clinicians
- Manage a small, high-acuity caseload, focusing on high-risk Latinx and African American patients in collaboration with staff and volunteers.
- Coordinate and supervise processes, accountabilities and performance measures for intake, care planning, referral, follow-up and completion for WCRC clients.
- Develop outreach materials and lead outreach efforts and engagement with the medical community and other community partners.
- Design and implement an outreach plan to raise awareness about WCRC's programs and services, to increase client reach and referrals from medical and community partners.
- Provide clinical work as needed, including facilitating support groups and intake interviews.
- Provide practical and psychosocial resources for survivorship and post-treatment.

Program Evaluation and Data Management

- Direct program evaluation efforts focusing on qualitative and quantitative data collection and analysis related to program services.
- Staff the Data & Outcomes Committee of the Board of Directors.
- Assist in the preparation of program grant narratives; support collection and reporting of grant deliverables.
- Develop reports for distribution internally and to funders.
- Other duties as assigned by the Executive Director.

Qualifications and Experience:

- Licensed with BBS in California as a Social Worker (LCSW), Marriage and Family Therapist (LMFT), or Professional Clinical Counselor (LPCC) with 5+ years clinical experience and 3+ years case management experience.

- At least five years' experience in a management position for a healthcare, social services or related mission organization preferred.
- Experience supervising people in a way that acknowledges differentials in privilege and power, recognizes their gifts, encourages their confidence, supports their growth, and holds them accountable to standards.
- Track record as a collaborative leader who excels in managing multiple projects.
- Sensitivity and comfort working in a culturally-diverse environment and with a variety of community partners.
- Knowledge and understanding of cancer, and the physical and emotional impact of cancer on individuals.
- Strong data management skills and experience using data to guide decision-making and programmatic quality assurance.
- Experience with Microsoft Office Suite and familiarity with/ or willingness to learn relational databases.
- Excellent attention to detail, analytical, problem-solving, oral/written communication, organizational and interpersonal skills.
- Ability to work flexible hours, including some evenings and weekends/ 35-hour work week.
- Reliable transportation required.
- Spanish, bilingual/bicultural preferred.

How to Apply:

Please address a cover letter, salary requirements, and a résumé to the "Human Resources" by email jobs@wcrc.org, or by mail WCRC, 2908 Ellsworth Street, Berkeley, CA 94705.

WCRC values and specifically seeks applicants who are people of color, women, queer, transgender, gender non-conforming, and/or gender fluid people. We value and specifically seek applicants who thrive in the pursuit of social justice and have a passion for addressing health disparities and inequities.

WCRC does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, ancestry, age, size, sex, sexual orientation, gender, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, or any other characteristic protected by law.

Position is open until filled.

Compensation: \$77,000 - \$84,000 annually, plus benefits.

WCRC offers a generous benefits package, which includes 100% coverage of employee's medical, dental and vision; a SIMPLE IRA retirement plan, with 2% of salary employer contribution; long-term disability; vacation and sick time; and eleven paid agency holidays.

About WCRC:

WCRC supports the entire continuum of cancer care, from prevention and diagnosis, through treatment, to hospice or survivorship. Its services increase adherence to cancer treatments, promote healthy nutrition, and advance self-empowerment and care, all of which improve quality of life and treatment outcomes. WCRC offers practical and psychosocial support services, emphasizing the latter because accessibility to free psychosocial support is especially important for marginalized groups of people. We offer affinity-based support groups, wellness groups (e.g., chair yoga, therapeutic art and nutrition), emergency financial aid, treatment navigation, and information and referral to community resources. Many of these services are unavailable elsewhere. WCRC annually serves more than 2,200 people with cancer, their families, and caregivers; 70% of intensive-service clients are people of color; 60% are low income.