Position Description

Position Title: Program Director

Position Summary: The Program Director is a full-time position at 40 hours per week as an exempt full-time employee, hours based on availability.

About the Employer: Penn Asian Senior Services is a 501(c)(3) nonprofit corporation that provides home care, adult day care, vocational training, and various social services to the Asian American community. Visit us at www.passi.us.

Start and End Dates: September 1, 2014 – August 31, 2015

To Apply: Email a cover letter and resume to lisafeitell@passi.us. No phone calls or faxes please.

Duties and Responsibilities

- Oversee and ensure that all program objectives of the program are implemented and met.
- Act as immediate supervisor for six (6) Navigators.
- Ensure the translation of program materials, flyers, and evaluation materials.
- Manage program budget.
- Organize and attend all necessary trainings on the Affordable Care Act, health insurance, marketplace, CHIP enrollment, and Medicaid enrollment.
- Coordinate monthly meeting for all program staff and partners at PASSi office to review program goals, outcomes, and challenges.
- Complete all required correspondence with Federal agency contact.
- Comply with all weekly reporting requirements on project outcomes.
- Act as the primary contact for partnering/community organizations.
- Create, update, and disseminate event calendar for project outreach.
- Report monthly progress to the agency’s Executive Director.

Position Qualifications

- Bachelor’s Degree from an accredited program required. Major or concentration in Social Work or Public Health preferred.
- Minimum of one year experience in a managerial/supervisory role required.
- Two or more years of outreach experience in the local community preferred.
- Bilingual in an Asian language strongly preferred.
- Strong written and oral communication skills.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- Current and valid PA driver’s license and access to a car required.