



# SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER  
SERVICES FOR THE ADVANCEMENT OF WOMEN

**POSITION TITLE:** Director of Programs  
**REPORTS TO:** Executive Director  
**Hours/Week:** 40 hours (Full Time)  
**FLSA Definition:** Exempt Employee

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## **Background:**

Since 1993, SEPA Mujer has provided safe spaces on Long Island, New York, for empowerment, leadership development, civic engagement, and legal assistance. As the only Latina Rights Organization dedicated to social change, women’s rights, immigrant rights, and other issues in our region, we engage in this work through unique training, workshops, monthly meetings, presentations, tabling, presswork, and action-oriented engagement.

## **JOB SUMMARY**

### **Position Responsibilities**

The Programs Director will work closely with SEPA Mujer’s Executive Director to lead our team through program development and implementation, organizational culture development, and procedure and policy improvement.

The responsibilities of this position include the following:

- The ideal candidate will possess strong organizational and administrative skills, clear and energetic communication skills, a talent in team management, team development, and youth development, a deep connection to Long Island, and an eagerness to jump in and get involved in the field when needed. This position will involve both field and desk work and requires an ability to balance these responsibilities, manage time, and delegate effectively.
- Work with the Executive Director to lead all Program Managers and Coordinators through effectively setting annual goals and implementing program strategies to achieve those goals.
- Create and implement plans for professional team development in program management, data, and budget management, and help teams foster leadership and accountability in

their responsibilities to SEPA Mujer's programming with monthly/quarterly goals and reports.

- Develop long-term organizational goals, strategies, policies, and work culture for SEPA Mujer success.
- Work with staff to formulate policies and procedures and programmatic goals that align with SEPA Mujer's Strategic Plan and values of racial equity and social justice.
- Train employees in roles and ensure contingency plans are in place for program success.
- Directly supervise and develop the following team members: Youth Program Coordinator, Community Organizers, Victim Assistance Coordinators, Administrator Assistance on tasks related to programs, and Legal Director. Additionally, this role is responsible for these team's direct reports.
- Manage departmental budgets and responsible paperwork management with direct reports to ensure mindful resource use.
- Oversee programmatic community outreach activities and build event calendar and planning with staff. This includes management of educational workshops and community events, including staff meetings and others.
- Assist ED in implementing plans for developing & maintaining connections with strategic partners.
- With staff, complete an annual calendar of volunteer activities that includes member actions and activities, field trips, educational workshops, and team-building days.
- Coordinate SEPA Mujer's participation at community events.
- Other activities as needed.

### **Necessary Skills and Experience**

The ideal candidate will possess the following:

- Relevant work experience, including program development and program management.
- Experience working with victims and survivors of gender violence: domestic violence, sexual assault, harassment, and human trafficking, among others.
- Skills in Non-Profit Organization, Staff Leadership, Youth Development, Crisis Intervention, Program Evaluation, Case Management, Trauma-informed, and Culturally Specific Organization.
- A demonstrated a personal and active commitment to antiracism and a sense of responsibility to the immigrant community on Long Island.
- A passion for community, social justice, gender equity, civic engagement, health equity, and youth leadership development.
- Grassroots organizing strategies to recruit, engage, and retain new volunteers and supporters.
- A superior work ethic and demonstrated ability to be self-directed while working collaboratively with teams.

- Meaningful supervisory experience and experience leading teams through setting and reaching goals, skill building, and professional development.
- Demonstrated experience in budget management.
- Ability to approach responsibilities and tasks with strategic thinking.
- Excellent program management skills and attention to detail.
- Ability to manage multiple priorities, problem-solve, and manage complex projects while keeping track of details and long-term goals.
- Excellent verbal and written communication skills; bilingual and bicultural are a must.
- Proficiency in Google Suite, Microsoft Office, Mailchimp, Facebook, and Instagram.
- Excitement to work in a fast-paced organization and want to learn more about non-profit operations, gender equity, social justice, and community building.
- Driver's license and access to reliable transportation.

**Job Type:** Full-time

**Salary:** Salary is commensurate with experience.

**Benefits:**

- Generous PTO and holiday schedule
- Medical, dental, and vision coverage.
- Flexible Spending Account (FSA)

**Deadline to apply: June 15, 2023.**

**Send a Cover Letter and Resume to:**

**E-mail:** [jobs@sepamujer.org](mailto:jobs@sepamujer.org)

**For more info:** (631) 980-2555 / [sepamujer.org](http://sepamujer.org)

***SEPA Mujer, Inc. does not discriminate based on race, color, religion, sex, national origin, disability or sexual orientation.***

*This job description will be reviewed periodically as duties and responsibilities change with business necessities. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*