

**JOVEN, INC.**  
**POSITION ANNOUNCEMENT**

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**TITLE:** Program Director  
**DEPARTMENT:** Prevention  
**REPORTS TO:** Chief Executive Officer  
**WORK SITE:** Harlandale Site, 507 E. Mayfield Blvd., San Antonio, TX 78214  
(Bexar and Kendall County)

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**SUMMARY**

Under the direction of the CEO, the Program Director is responsible for overseeing the daily activities of JOVEN's programs. Working closely with program staff, the Program Director is directly responsible for program implementation, achieving performance goals, and ensuring compliance with all programming requirements of JOVEN's funding sources.

**DUTIES AND RESPONSABILITIES**

Adheres to the mission of JOVEN. Works collaboratively with the staff and community to coordinate services and activities. Oversees JOVEN's portfolio of programs, which currently includes Alcohol, Tobacco, and other Drug Education and monitors progress of JOVEN program. Ensures successful attainment of each contractual goal. Takes correction action when warranted. Ensures positive profile in the community by ably representing JOVEN's programs. Performs other duties as appropriate.

**EDUCATION AND KNOWLEDGE**

- BS/BA degree in public relations, business or public administration, education, or related area. Master's degree preferred.
- Knowledge of City, County, State, and Federal regulations as they apply to JOVEN's programs.

**EXPERIENCE AND SKILLS**

- At least five (5) years of experience in implementing children's programs.
- Strong Management and Supervisory Skills.
- Excellent Organizational Skills with the ability to maintain composure and handle pressure.
- Excellent writing and oral presentation skills required. Bilingual (Spanish) preferred.

**Other**

- Ability to travel locally or out of town based on grant requirements and the ability to work flexible hours as required.
- Valid Texas driver's license required. Must be insurable by JOVEN's insurance carrier. Maintains own vehicle insurance per Texas law.

**COMPENSATION**

Salary: Based on experience.

Full benefits upon successful completion of probationary period.

**HOW TO APPLY**

In person: Monday – Friday, 8:30 – 5:00 pm.

Online: Submit resume to [jobs@jovensatx.org](mailto:jobs@jovensatx.org)

**\*\*Equal Opportunity Employer\*\***