



POSITION ANNOUNCEMENT

Program Director, Immigrant Resource Collaborative

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Program Director who will help launch and support the Immigrant Resource Collaborative. The Program Director will be responsible for the overall leadership, administration, and management of the Immigrant Resource Collaborative. The Program Director will join LCDP at a key moment and serve our immigrant community by anticipating policy changes and providing critical services in the city of Newark and surrounding communities. The Program Director will be a key member of the Senior Leadership team and will report to the Chief of Staff. The Program Director will serve as an integral member of the Executive Office and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Serve as the primary coordinator for members seeking information and resources at the Immigrant Resource Center located at 23 Broadway.
- Provide members with referrals to internal resources at LCDP.
- Provide community members with referrals to partner organizations, including legal, medical, housing, and emergency services.
- Organize both in-person and virtual "Know Your Rights" workshops for community members.
- Develop and maintain a pantry to offer essential items.
- Stay informed about the changing political landscape and understand both New Jersey and federal immigration policies. Translate these policies for staff and key stakeholders.
- Organize mental health workshops and collaborate with the Director of Organizational Wellness to provide additional counseling resources.
- Collaborate with the Director of Communications to advertise new resources as they become available.
- Oversee all aspects of the program budget, including revenue and expenses.
- Assist Chief of Staff in soliciting contributions and grant writing from new and existing donors to support the ongoing work of the collaborative.
- Lead virtual meetings as necessary to share updates with partners and donors.
- Supervise outreach and program coordinators.

- Participate in mandatory staff meetings and professional development trainings.
- Handle payroll processing for program staff.
- Perform additional tasks as required to support business objectives.

Educational, Required Skills and Experience Requirements:

- Bachelor's degree in a related field.
- Minimum of 5-10 years of relevant experience working with immigrant populations.
- Proficient in both written and spoken English and Spanish.
- Must be familiar with philanthropic, private, and grant-funded landscape for immigrant-serving agencies.
- Comfortable working in a collaborative, fast-paced environment.
- Committed to working alongside individuals from diverse cultural, educational, professional, and socioeconomic backgrounds.
- Demonstrated belief in diversity, inclusion, equity, and belonging for all individuals.
- Experience using culturally sensitive and trauma-informed techniques when working with community members.
- Case management skills are a plus.
- Strong leadership, communication, interpersonal, and organizational skills.
- Ability to work effectively with diverse populations and community stakeholders.
- Exceptional leadership in program management and administration.

Physical Requirements:

- This position involves extensive walking and frequent visits to various centers.
- Lifts no more than 40 pounds at once.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-time
- **FLSA status:** Exempt
- **SOC code:** 11-9199
- **Reports to:** Chief of Staff
- **Schedule:** Monday – Friday (Core business hours are 9:00 am – 5:00 pm, with flexibility required to accommodate scheduling needs, including evenings and weekends as necessary.)
- **Compensation:** Annual salary of \$80,000
- **Fringe Benefits:** Health, employee assistance program, Teladoc program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered with a 4% employer match.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**Program Director**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.