



## Latin American Community Center POSITION DESCRIPTION

**Position Title:** Director of Prevention and Advocacy  
**Department:** Prevention & Advocacy  
**Supervisor:** President & CEO

**Salary Range:** Open  
**Status:** Full-Time  
**Classification:** Exempt

\_\_\_\_\_  
Incumbent Printed Name                      Date

\_\_\_\_\_  
Supervisor Printed Name                      Date

\_\_\_\_\_  
Incumbent Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

### **SUMMARY OF POSITION:**

The Director is responsible for managing and overseeing 8-10 community-based programs under the Prevention and Advocacy department. These programs are designed to increase preventative behaviors in participants in the areas of substance abuse, health and wellness, financial literacy, and to provide advocacy services to the Hispanic community in Delaware. The incumbent's responsibilities include staff supervision, ensuring program outcomes, leading contract negotiations, budgeting, and expanding the organization's capacity to support the departments' prevention and advocacy programs.

### **MINIMUM QUALIFICATIONS**

- Master's Degree in a related area and three years of experience in non-profits, or
- Bachelor's Degree in related area and five years of experience in non-profits
- Supervision and Management experience
- Knowledge of community advocacy, health education, and program administration

### **SPECIAL SKILLS**

- Fluency in Spanish/English preferred
- Prevention Specialist Certification preferred
- Knowledge of evidence-based practices and outcome driven programs
- Broad experience in health education, social marketing, community outreach and client advocacy
- Ability to lead and direct the work of others
- Strong verbal and written communication skills
- Strong computer knowledge
- Strong organizational skills and detailed-oriented
- Skillful in program planning, development, and event coordination
- Knowledge of state and community resources
- Knowledge and sensitivity of community issues
- Comfortable in a fast-paced, changing environment
- Commitment to social change, social justice issues and advocacy work
- Ability to build trust, empathize and create positive relationships with employees and clients

## **RESPONSIBILITIES:**

### **Program Management:**

- Assume administrative and policy responsibility for department's programs
- Select, train, supervise, and evaluate program personnel (8-10 staff)
- Ensure completion of monthly, quarterly and annual reports
- Conduct program evaluation systems to meet project and funder outcomes
- Oversee the development of evidence-based educational curriculum and prevention strategies
- Lead contract negotiations
- Develop and manage program budgets and ensure cost-effective execution of day-to-day program operations
- Participate in Senior Leadership Team meetings
- Attend LACC's Board of Directors' meetings to present departmental quarterly reports
- Lead bi-weekly department meetings ensuring program collaboration and advocacy
- Collaborate with other community organizations to strengthen partnerships and community awareness initiatives
- Supervise outreach to ensure efforts are being efficiently focused on target populations
- Promote continuum of care services where clients are served holistically

### **Communications, Outreach & Advocacy**

- Develop and produce messages that communicate the value of prevention and advocacy services to constituents; evaluate message effectiveness
- Ensure education to the community (i.e., businesses, churches, service agencies, civic groups, community coalitions, private organizations, etc.) on the community-based programs available
- Represent the Latin American Community Center at meetings, conferences, and speaking engagements
- Work collaboratively with Senior Leadership Team to carry out the Center's mission
- Plan appropriate events that educate the community of agency prevention and advocacy programs and services offered to the community
- Coordinate, organize and head efforts to represent the agency externally when appropriate
- Lead and provide technical assistance to the agency's advocacy task force
- Build and maintain advocacy relationships by identifying and serving as a liaison between community advocates
- Ensure website and marketing materials related to department are up-to-date
- Fulfill other duties as assigned

## **COMMITMENT AND COMPENSATION:**

**Length of Work Year:** 12 months, select evenings and weekend commitments will also be required; occasional travel throughout the state and region may be required.

**Salary and Benefits:** Compensation for the Director of Prevention and Advocacy is competitive and based on qualifications and experience. The Latin American Community Center offers a comprehensive benefits plan.

## **THE SELECTION PROCESS IS RIGOROUS AND WILL INCLUDE THE FOLLOWING:**

- Review of application, cover letter and resume
- Group Interview
- Reference Checks