



Position Description

Title: Program Director

Report to: Board of Directors Designee

About Power Up Eau Claire

Power Up Eau Claire is a community-based, grassroots, community power building organization. Our mission is to build community power and amplify the voices of HMong in the greater Chippewa Valley through civic engagement, strategic community organizing, impactful issue advocacy, and intentional leadership development. Through this, we envision a vibrant community led by knowledgeable, empowered, and educated individuals who leverage their diverse backgrounds and experiences to lead progressive changes, nurturing social, economic, and political well-being for our families and future generations.

Position Summary

We are seeking a detailed oriented, and organized Program Director who will oversee the development, implementation, and evaluation of key programs within the organization, as well as supervise our team of dedicated staff and volunteers. This role involves supervising staff and volunteers, managing resources, and ensuring the successful execution of program activities.

The Program Director will be responsible for creating and maintaining program reports, analyzing performance metrics, and identifying areas for improvement. In addition, the Program Director will play a pivotal role in building and fostering relationships with community partners and stakeholders. This includes working with our Lead Organizers to conduct community outreach to expand the reach and impact of our programs, aligning our resources to meet the needs of the community, and ensuring that programs reflect the mission and values of the organization. The ideal candidate will be a collaborative leader with strong organizational skills and a passion for community-driven program development.

Key Responsibilities:

- Program Oversight and Implementation
 - Lead the planning, coordination, and execution of program activities to ensure they align with organizational objectives.
 - Oversee the implementation and day-to-day operations of programs, ensuring timeliness, effectiveness, and compliance with policies.
 - Identify areas for program improvement and propose solutions to enhance effectiveness.
 - Collaborate with local and state partners to integrate program activities and align resources.

- Staff and Volunteer Supervision
 - Supervise and provide leadership to program staff and volunteers, ensuring they are equipped and motivated to meet performance goals.
 - Lead recruitment, onboarding, training, and professional development for program staff and volunteers.
 - Conduct regular staff and volunteer meetings to review progress, address challenges, and foster a positive team environment.
 - Monitor staff and volunteer performance and provide constructive feedback.

- Program Planning and Development
 - Assist in designing and refining program strategies and objectives, ensuring they reflect the organization's mission and meet community needs.
 - Assist in grant writing and reporting to secure funding and track program outcomes.

- Monitoring and Evaluation
 - Track and report program metrics, including participation, outcomes, and overall effectiveness.
 - Work with the Power Up team and leadership to analyze program results and make data-driven decisions to inform future programming.
 - Prepare detailed reports for leadership, funders, and stakeholders on program performance.

- Community Engagement and Partnerships
 - Build and maintain relationships with community partners, stakeholders, and funders to support program objectives.
 - Represent the organization at community events, meetings, and conferences as a program spokesperson.
 - Serve as a liaison between program participants, staff, and community organizations to ensure strong communication and collaboration.

Software and Tools

- Microsoft Office applications (Word, Excel, and PowerPoint)
- Google Apps (Gmail, Google Docs, and Drive)
- WIX, Facebook, Instagram, TikTok

Strong Candidate:

- 3+ years of experience in program management, supervision, and community-based program implementation.
- Proven experience managing teams and volunteers.
- Strong project management skills with the ability to juggle multiple tasks and deadlines.
- Exceptional interpersonal, communication, and leadership skills.
- Proficiency in data collection and analysis.



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- Familiarity with nonprofit grant writing and reporting is a plus.
 - Have a special interest in building power with the HMong community to fight for racial, gender, social, and economic justice.
 - Be committed to the mission and vision of Power Up Eau Claire.

Candidate Profile

- Willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.
- Ability to work campaign hours, including heavy evenings and weekends.
- Demonstrated ability and passion for building relationships with key local supporters and influencers in the Chippewa Valley.
- Must be highly organized, detail-oriented, and able to handle multiple projects simultaneously.
- Must thrive in an action-based and collaborative learning environment that—now more than ever—requires creative thinking and adaptability.

Position Type, Pay, and Benefits

- Limited Term (Sept-Dec), In-Person, Part-Time Hourly, at .75 FTE (30 Hours Weekly),
- Salary ranges from \$52,000-\$56,160 depending on experience.

Work Condition, Location & Travel:

Primary job duties will be performed onsite, in-person at our shared office with the Black and Brown Womyn Power Coalition, Inc. in Eau Claire, WI. Expect heavy evenings and weekends hours to meet programming needs. The ideal candidate must have the ability to occasionally travel outside of the Eau Claire area for training, meetings, and shared actions and legislative advocacy with our statewide partners.

To Apply:

Please submit a letter of interest OR an audio/video in your preferred language explaining your interest with your resume and 3 references to admin@powerupec.org. *Applications will be reviewed on a rolling basis until the position is filled.*

Equal Opportunity:

Power Up Eau Claire and Black and Brown Womyn Power Coalition, Inc. is an equal opportunity employer committed to a diverse work environment. We encourage people of color, people with disabilities, people of diverse sexual orientations, gender expressions, and identities to apply.