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## Family Empowerment Manager

### Description

The Family Empowerment Manager is responsible for direct supervision of New American Pathways' Family Empowerment Department. The manager oversees the provision of assistance and services to clients participating in the following programs:

**Parents as Teachers-** national program focused on supporting and engaging parents and caregivers through home visiting support with a one-on-one parent educator during a child's earliest years of life

**Women's Economic Empowerment-** a financial literacy and employment services program focused on providing women with the knowledge and tools they need to reach individual financial goals

**Post-Release Services for Unaccompanied Children-** a federally funded program through the Office of Refugee Resettlement that supports unaccompanied children recently resettled in the United States through connecting them and their caregivers to local resources

**Domestic Violence Program-** which provides services to clients currently experiencing domestic violence as well as ongoing services including relocation support, employment and legal assistance.

### Responsibilities

- Oversees the planning, organization, and implementation of all program activities
- Directly supervises the Family Empowerment Department staff, including hiring, training, and overall supervision and support
- Provides supervision and training for volunteers, interns, and AmeriCorps Members
- Prepares and monitors program budgets; works with Finance department to ensure budgetary compliance
- Responsible for the implementation of new programs, events, and initiatives, as needs arise
- Tracks department programs data to ensure interventions are targeted and lead to positive client outcomes
- Participates in the grant writing process; works closely with Development Director on fundraising initiatives
- Manages both government and private foundation grant deliverables, compliance, and reporting
- Develops policies, procedures, and training materials as needed for each department program
- Fosters and maintains collaborative community partnerships; serves as an outreach liaison for programs.
- Provides direct services to clients as needed
- Represents New American pathways in stakeholders' meetings and community events

### Industry

Family Empowerment

### Employment Type

Full Time

### Working Hours

40 Hours Per Week

- Other duties as assigned

## **Qualifications**

- Bachelor's degree in Social Work or related field
- Minimum of 3 years' experience managing and supervising programs focused on women and children.
- Dynamic personality that inspires and motivates both team members and community
- Exceptional writing, speaking, and computer skills for crafting communications with partners and funders
- Wealth of knowledge in client centered case management
- Expertise in program development, management, and evaluation
- Good working knowledge of budgeting process and financial program management
- Must possess strong grant management and reporting skills.
- Must be able to work effectively in a multicultural environment.
- Maintain a valid Driver's license and insured vehicle
- Submit to criminal background check.

## **Preferred:**

- Master's degree in Social Work or related field.
- Expertise in child development, financial literacy, and services to survivors of domestic violence.
- Experience working with refugee/immigrant women's issues.
- Fluency in primary refugee language a plus

## **Job Benefits**

This is a full-time, salaried position with an annual salary range of \$36,000-\$40,000. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. 14 paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).