



Job Title: Director of Programs

Reports to: Executive Director

Location: On-site, Omak, WA

Salary & Benefits: Salary for this role is up to \$75,000 annually, dependent on qualifications and experience. We provide a supportive workplace culture and a comprehensive benefits package including full coverage health and dental, paid time off and sick time, and an extended holiday break. Relocation assistance available for out-of-county candidates.

POSITION OVERVIEW

As the Director of Programs you oversee FYRE's direct services, community building work, and belonging programs. You supervise program leads, help teams deliver consistent and responsive programs, and use feedback and results to improve how programs work. You work closely with the team to ensure that young people find their connection to FYRE, develop leadership skills, and identify a meaningful next step within or beyond FYRE. You report to the Executive Director and collaborate with colleagues responsible for operations, finance, and organizational strategy. Your focus is the coordination and development of FYRE's programs and program staff.

WHAT YOU WILL DO

Program Management, Leadership, and Innovation

- Collaborate with the Executive Director, Operations Manager, Head of Finance, and contracted HR to oversee and communicate program needs and create long term plans that align with FYRE's growth.
- Oversee Direct Services, including program plans and service delivery related to housing instability, economic disparities, substance use and mental health, family planning, and educational needs.
- Oversee Community Building and Belonging programs that build community change, youth leadership, and belonging through organizing, joy, and issue education.
- Set goals with program leads, monitor progress via qualitative and quantitative practices, and adjust activities when youth feedback or program results show a need for change.
- Ensure teams document outcomes and provide the information needed for reporting and program evaluation.
- Build working relationships with schools, community organizations, and other partners that strengthen program access and opportunities for youth.
- Design and respond strategically and collaboratively to program growth, challenges, feedback, and emergent community needs.
- Employ technical expertise in managing multiple software formats to process data, create reports, and communicate across teams and audiences in a highly detailed and organized way, and for creating outreach materials using Canva, PowerPoint, social media, and donor management software.

People Management

- Supervise, coach, and evaluate a team of leads and direct service providers, setting clear expectations about program outcomes and goals, and addressing performance concerns promptly and fairly.

- Hold regular check ins with staff to review team needs, work plans, priorities, and outcomes, while removing barriers and supporting their growth.
- Identify training needs and work with staff to build the skills needed for their roles.
- Build healthy work culture and address conflict between staff, and staff and youth, as it arises.
- Maintain standards of care for youth that prioritizes their safety.
- Help program teams communicate across FYRE's programs so young people receive clear information and consistent connection.

Approach to Work

- Make decisions with attention to youth safety, staff capacity, program commitments, and FYRE's values.
- Communicate clearly with staff, young people, and partners, especially when plans change or a concern needs attention.
- Address conflict and harmful behavior directly while maintaining appropriate boundaries and accountability.
- Use evaluation as a regular part of the work: ask what is working, listen to the people affected, and follow through on improvements.
- Follow FYRE's procedures for safety concerns and required reporting, and coordinate with the appropriate staff and authorities when an incident occurs.

Proof of Skill

In this role, you will be able to point to examples of how you have:

- Supervised staff through clear expectations, coaching, and difficult conversations.
- Led a program from planning through delivery, evaluated its results, and made a useful change.
- Coordinated people with different responsibilities around a shared goal.
- Supported grant writing and reporting, and ensured awarded grant criteria are satisfactorily met.
- Used participant feedback to improve access, experience, or outcomes.

Youth Stewardship

- Make room for youth to shape, evaluate, and lead programs. Ensure youth voice is included in all parts of programs, from development to evaluation, and help staff notice and change practices that unnecessarily place adults in control.
- Create ways for young people with different interests, needs, and levels of readiness to participate, take a next step, lead, and build community with each other.
- Support staff in recognizing when a young person may benefit from direct services, a leadership opportunity, a community connection, or another form of support.
- Support the development of younger leaders through training, meaningful responsibilities, and opportunities to grow over time.

Culture and Values

- Bring a grounded understanding of how social and racial inequities affect the young people FYRE serves.
- Help build a workplace where youth and adults can learn together, give feedback, and take responsibility for their actions.
- Model respect, healthy boundaries, and care for both young people and colleagues.
- Support FYRE's mission through your daily decisions and through the way you lead staff.

QUALIFICATIONS

Required

- At least four years of direct people and program management.
- At least two years of youth program experience where you were involved in leadership functions.
- A Bachelor's Degree in social services, community health, education, cultural studies (American Indian/Latinx/African American, etc), or an allied field; or, an associate's degree and at least 3 years of work experience in youth/young adult programs comparable to FYRE programs.
- Exceptional interpersonal and written communication and facilitation skills.
- Strong, healthy interpersonal boundaries.
- Care, concern, and advocacy for others, especially youth and team members.
- Flexibility and adaptability to perform wide range of responsibilities.
- Experience planning program activities, tracking results, and making improvements based on feedback or outcomes.
- Deep knowledge of social and racial justice relating to FYRE's community and youth served.

Preferred

- Five or more years of progressively responsible program experience.
- Experience developing leaders and designing opportunities for youth participation.
- Previous narrative development, community building, nonprofit management experience.
- Experience with grant funded programs, outcome reporting, community partnerships, or public presentations.
- Shared lived experience(s) with populations we serve (low-income, BIPOC, LGBTQ+, teen parent, rural, etc.)

The qualifications describe what we think will help someone succeed in this role. If your experience does not match every item, we encourage you to apply and tell us how your background prepares you for the work.

FYRE values differences in background and experience and is committed to inclusion, equity, and accessibility. We are an equal opportunity employer and especially encourage members of traditionally underrepresented communities to apply.