Sitka Homeless Coalition: Hitx'i Saani Program Director Job Description

Status: Full-time, exempt
Compensation: $56,080 – $64,400 per year DOE; monthly healthcare stipend
Benefits: Vacation and Sick leave
Reports to: Executive Director
Location: Sitka, Alaska

The Sitka Homeless Coalition (SHC) is seeking a compassionate and highly organized Program Director to lead day-to-day operations at the newly opened **Hitx'i Saani Permanent Supportive Housing Community**. This role is ideal for someone who thrives in a small, mission-driven nonprofit environment where your work directly shapes the lives of residents and the culture of a new community.

To apply, send your resume, 3 references, and a cover letter to both snowdenmshc@gmail.com and amandar@searhc.org. Resume, references, and cover letter must be received by **Dec 7th at 5pm AKDT** to guarantee consideration.

I. DUTIES AND RESPONSIBILITIES

Staff Management

- Directly supervise the Services Coordinator.
- Hire, train, and supervise seasonal winter shelter staff.
- Maintain staff schedules to ensure coverage and high-quality support.
- Review and submit timesheets; coordinate payroll with administrative staff.
- Conduct staff orientations and support professional development.
- Facilitate regular staff check-ins and annual evaluations.
- Support a healthy, trauma-informed, Housing First-aligned workplace culture.
- Collaborate with partner agencies providing onsite services.

Manage Hitx'i Saani and Services Programs

- Manage the tenant waitlist and coordinate referrals through Coordinated Entry.
- Conduct move-in intake, orientation, and initial service plan setup.
- Support the Services Coordinator in developing and monitoring tenant service plans.
- Facilitate community meetings, gatherings, and culture-building activities.
- Respond to tenant concerns and help maintain a safe, respectful environment.
- Implement Policies & Procedures with fairness, compassion, and clear boundaries.

- Direct and coordinate programs (Showers and Laundry; Dinner at Lakeside/Subway)
- Coordinate Winter Shelter with assistance of Executive Director

Volunteer Coordination
- Train and coordinate volunteers contributing to SHC programs.
- With the Executive Director, organize regular volunteer engagement meetings.

Administrative Responsibilities
- Lead program data collection and organization for grant reporting.
- Conduct periodic review and updates of program Policies & Procedures and Operations Plans.
- Maintain accurate electronic and paper records in collaboration with all staff.
- Assist the Executive Director with compliance-related tasks as needed.
- Administrative tasks are supported by the Executive Director and contracted bookkeeper.

Other tasks as needed: Tasks appropriately adjusted as needed.

II. NECESSARY QUALIFICATIONS

Minimum Qualifications

- Experience working with underserved or vulnerable populations.
- Strong organizational skills, reliability, and follow-through.
- Compassionate communication and ability to hold healthy boundaries.
- Experience supporting or supervising small teams OR volunteer coordination experience.
- Ability to adapt, problem-solve creatively, and work both independently and collaboratively.
- Comfort working in a dynamic environment and helping shape new programs.
- Computer proficiency (email, shared drives, basic data entry).

Preferred Qualifications

- Experience in supportive housing, Housing First, behavioral health, homelessness, or related fields.
- 1–2 years of staff supervision experience.
- Crisis management or de-escalation experience.
- Experience with nonprofit program operations or start-up environments.

- Degree in social work, psychology, public health, or related field (or equivalent experience).

Attitudes, Values, and Competencies

- Profound respect and compassion for all people
- Ability to hold healthy boundaries with service recipients
- Strong organizational skills
- Creative problem solving skills
- Ability to work independently and with others
- Flexibility

Equal Opportunity Employer

The Sitka Homeless Coalition is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, marital status, veteran status, or any other protected characteristic. We strongly encourage applicants from diverse backgrounds and lived experiences to apply.