



**Job Title:** Oak Park Programs Director

**Organization:** Journeys Community Center, Inc  
4939 West Fullerton Ave.  
Chicago, Illinois 60639  
1-708-683-9725

Email: [jcc@journeyscommunity.com](mailto:jcc@journeyscommunity.com)  
[www.journeyscommunity.com](http://www.journeyscommunity.com)

**Position Overview:** We are currently searching for a highly motivated and visionary Programs Director to lead our Oak Park site into its next phase of growth and impact. The Programs Director will be responsible for providing strategic leadership, overseeing all aspects of organizational management, fostering partnerships, and ensuring our mission and objectives are achieved. We are seeking a dynamic and experienced leader who is passionate about driving organizational success and making a positive impact in our community. We encourage you to submit your CV if you meet the qualifications.

**Salary:** A competitive salary for a Programs Director in the nonprofit sector ranges from \$80,000 to \$90,000 annually, commensurate with experience.

**Start Date:** June-August 2024

**About Us:** Journeys Community Center is a nonprofit organization that aims to provide accessible, high-quality mental health services and psychoeducation to all members of the community. We take a holistic approach that emphasizes compassion, collaboration, and empowerment, guiding individuals on their journey toward greater emotional health and well-being. Our organization is deeply committed to promoting mental wellness through our five pillars of supportive services.

#### **Journey's Pillars of Services**

- **Psychotherapy:** Our licensed therapists offer personalized psychotherapy sessions to individuals, couples, families, and groups, providing a safe and supportive space for healing and growth.
- **School-Based Services:** We collaborate with schools to provide mental health support to students, teachers, and families, promoting emotional well-being and academic success within the educational setting.
- **Critical Incident Event Support:** In response to distressing workplace events, our team offers immediate support and intervention to individuals and communities, helping them navigate challenging circumstances with resilience and strength.
- **Psychological Assessments:** We conduct comprehensive psychological assessments to evaluate mental health concerns, identify strengths and areas for growth, and inform personalized treatment plans.
- **Mental Health Workshops:** Through engaging and informative workshops, we empower individuals with knowledge and skills to enhance their mental wellness, foster resilience, and promote self-care practices.

#### **Role and Responsibilities**

As the Programs Director, you will be crucial in overseeing staff and volunteers, leading fundraising efforts, and fostering relationships with stakeholders. Your responsibilities will encompass various facets of organizational management, including financial oversight, policy development, and strategic planning. Additionally, you will collaborate closely with the Executive Director and Board of Directors to ensure alignment with the organization's mission and objectives while representing our organization to the broader community.



### Key Responsibilities Include:

- **Leadership and Management:** Provide leadership and guidance to staff and volunteers, ensuring effective support across all departments and fostering a collaborative and productive work environment.
- **Strategic Planning:** Collaborate with senior management and the Board of Directors to develop and implement strategic plans that align with the organization's mission and objectives.
- **Program Oversight:** Oversee the planning, organization, and direction of the organization's operations and programs, ensuring alignment with strategic goals and objectives.
- **Budget Oversight:** Collaborate with operational and senior management to ensure financial stability and compliance and conduct lead annual budget reviews, monthly and quarterly reviews, and periodic forecast updates.
- **Performance Monitoring and Reporting:** Ensure transparency and accountability by monitoring and reporting the organization's operational and financial performance to the board of directors.
- **Stakeholder Engagement:** Maintain strong relationships with stakeholders, including donors, partners, and community members, to support fundraising efforts and enhance organizational impact.
- **Staff Development:** Provide career coaching, growth opportunities, and personal development initiatives to retain a diverse, highly qualified workforce of staff and volunteers.
- **Direct Services:** This position involves the support of the following direct services:
  - **Critical Incident Event Support:** Attend and support all Crisis Event requests within a 100-mile radius of their site location. This requires flexibility in scheduling and may include late evenings and weekend support.
  - **DCFS/PCA Services:** Complete Parenting Capacity Assessments for the Department of Children & Family Services. This includes in-person interviews, observations as well as report writing. Strong clinical knowledge, theory, and excellent writing skills are required.

### Candidate Qualifications

- Bachelor's degree in business management or related experience; master's degree in Mental Health or related discipline preferred.
- State credentialing as a Licensed Clinical Professional Counselor (LCPC) or Licensed Clinical Social Worker (LCSW), or equivalent qualifications.
- Minimum of five years of experience in non-profit or for-profit management, with a proven track record of leadership in operational environments.
- Strong financial management skills, including budgeting, financial analysis, and reporting.
- Experience with grant writing and overseeing grant requirements.
- Excellent interpersonal and communication skills, with the ability to effectively engage with diverse stakeholders.
- Strategic thinker who can develop and implement innovative solutions to complex challenges.

### Required Skills

- **Leadership and Management:** Demonstrated ability to lead and manage diverse teams, fostering a collaborative and inclusive work environment.
- **Initiative:** Proactive approach to problem-solving and decision-making, taking initiative to address challenges and drive positive change.



- **Multitasking:** Capacity to handle multiple responsibilities and projects simultaneously, prioritizing tasks effectively to meet organizational objectives.
- **Independence:** Ability to work independently with minimal supervision, demonstrating self-motivation and accountability in achieving goals.
- **Creative Problem-Solving:** Strong analytical and creative problem-solving skills, with the ability to develop innovative solutions to complex issues.
- **Enthusiasm:** Inspire others through infectious enthusiasm and dedication.
- **Dynamic Approach:** Dynamic and adaptable, capable of navigating change and uncertainty with resilience and flexibility.
- **Organization:** Highly organized with meticulous attention to detail, ensuring efficient and effective execution of tasks and projects.
- **Collaboration:** Collaborative mindset, fostering strong working relationships with stakeholders and team members to achieve shared goals and objectives.
- **Communication:** Proficiency in language skills for effective communication with staff and maintaining a supportive work environment. Strong writing skills for clear and professional written communication.

**Work Schedule:** The Programs Director shall have five working days for at least 40 hours per week. A hybrid work schedule is available; however, the Programs Director will be asked to support Critical Incident Service Events in the community which require after normal business hour support including weekends.

#### **Benefits**

**Health Insurance:** Journey provides medical insurance coverage from Blue Cross-Blue Shield, PPO. Journeys contribute 50% of the employee's health insurance premium.

**Dental/Vision Insurance:** Journey's provides Dental and Vision Insurance through United Health Care. Journeys contribute 50% of the employee's health insurance premium.

**Paid Time Off:** Employees are eligible to accrue paid time off after completing the first 90 days of employment. Each pay period, an employee accrues 3.3 hours of paid time off, equivalent to two weeks per year. Up to 40 hours of unused paid time off can be carried over to the beginning of the next fiscal year.

**Sick Leave:** Employees begin accruing paid sick leave on the first calendar day of employment. For every 40 hours worked, they accrue one hour of paid sick leave, up to a maximum of 40 hours. Any unused sick leave, up to 20 hours, at the end of each coverage period is carried over for use during the next coverage period.

**Salary Increase:** The Programs Director shall receive a wage and salary increase of no more than 1.5% of their base salary year to year and shall not exceed 3% over the life of the contract.

**Merit Pay Increase:** The Programs Director may be eligible for an annual wage and salary increase based on achieving the site's programmatic and financial goals for the fiscal year. The merit pay increase shall be at most 3% of the base salary. To qualify for a merit pay increase, Journeys must also maintain a cumulative cost-to-expense ratio of less than 80 Percent.

**Bonus Pay-Out:** Bonuses are distributed based on Journey's financial performance during its fiscal year, which runs from January 1 through December 31. Journeys must end the fiscal year with an expense-to-



revenue ratio of less than 80% for bonuses to be distributed. No more than 5% of the total profits are distributed to eligible direct service staff members in such a case.

The Programs Director is eligible for a bonus pay-out upon the execution of this contract and while engaging in direct service work, in accordance with Fiscal/Policy and Procedures Manual/board Motion November 2021. Program Directors are not eligible to receive both a Bonus Payout and a Merit Increase within the same Fiscal Year.

Interested Candidates, please email your Resume and Cover Letter to:

Kate Harbert, Executive Director  
[kateharbert@journeyscommunity.com](mailto:kateharbert@journeyscommunity.com)

and

Dr. Luis Lopez, Board President  
[luislopez@journeyscommunity.com](mailto:luislopez@journeyscommunity.com)