

## Program Director

*20601 Elkhorn Drive*

### Position Overview

In conjunction with the Executive Director, develop and implement programs to serve our neighbors in need. Confidentiality, empathy, decision-making skills and problem-solving capabilities are critical.

### Essential Job Functions

The program director will be responsible for administration of current programs and development of upcoming programs as COPE grows into the comprehensive housing stability agency in western Douglas County. This role will also encompass case management with a light-touch approach focused on resource referrals to assist our neighbors through their crisis and transitional needs. Duties include but are not limited to the following:

- Administer current programs
- Manage program budgets
- Develop innovative and effective programs aimed at ensuring housing stability
- Empower our neighbors to identify and access the community resources they need to achieve their goals
- Design and implement case management workflow using our client database
- Contribute to developing a vision for COPE's long-term position in the community
- Uphold the mission and values of COPE

### Skills Necessary

- Familiar with computer applications: Word, Excel, Teams, Zoom, Canva, data entry, and database reports
- Experience in case management or related field
- Strong interpersonal skills, including ability to manage emotional conversations
- Ability to adapt to new processes and systems

### Schedule

Flexible with total at 20-30 hours per week. Hybrid work environment.

**FIND OUT ABOUT COPE AT: [WWW.COPEINFO.ORG](http://WWW.COPEINFO.ORG)**

**REACH US AT:**

**PHONE: 402.616.2330**

**EMAIL: [APPLY@COPEINFO.ORG](mailto:APPLY@COPEINFO.ORG)**