



# Bonding Against Adversity

*Helping Others Help Themselves*

## **Programs Director - Job Posting**

***Are you interested in a career opportunity with a fast-paced, growing, community service, non-profit, organization that focuses primarily on the immigrant community?*** Bonding Against Adversity, Inc.(BAA) is looking for a qualified candidate to become its Programs Director.

## **Overview of BAA**

Bonding Against Adversity, Inc. (Bonding) provides the Programs Director with an opportunity to make a difference and learn while doing it. Bonding has rewarding, community service principles of helping others help themselves by providing programs and services associated with becoming a lawful permanent resident and/or a U.S. citizen, providing civic engagement opportunities (i.e., community involvement), improving parenting skills to assist their students, and providing low-cost/affordable immigration legal assistance in other immigration matters.

## **Position Overview**

The Bilingual (English/Spanish) Program Director will be responsible for the planning and coordinating of civic and social-engagement activities for our community outreach organization. The Programs Director will also participate in office administration, will interact with volunteers, communicate with executives, donors, and contractors, coordinate event logistics, and represent the organization to the community or programs or events target audience. The Programs Director must be an initiative-taking, collaborative, and committed team player, and have clear communication skills (verbal and written) in both English and Spanish. The Program Director will play an integral part in connecting with and providing services to clients of diverse backgrounds and ensuring that all are served professionally and respectfully.

## **Responsibilities and Qualifications:**

- Managing the administrative, service and outreach functions of the programs
- Oversee day-to-day client inquiries, provide timely and accurate responses and seek advice when necessary
- Oversee administrative aspects of programs to meet the objectives of the stakeholders
- Prepare and maintain calendar of current events, classes and presentations and communicate calendar updates to team members responsible for social media updates
- Collect and analyze data to determine effectiveness of programs.
- Write proposals for social services funding.
- Provide direct services, supplies, and required media to workshops, class instructors, and other program presentations.
- Work with community members, volunteers, and other stakeholders to identify necessary programs and services.
- Serve as key liaison between staff, volunteers, and stakeholders.
- Maintain appointment calendar for in-house consultations with attorneys and DOJ-OLAP accredited representatives.
- Screen and evaluate client requests through in-house consultations.
- Promote services and programs through generation of marketing materials for events.

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- Responsible for database entries regarding the following:
  - Citizenship Assistance Workshops/Forums
  - In-house consultations
  - Citizenship Preparation Classes
  - Civic Action Programs
  - Parenting Programs
  - Volunteer Roster
  - Volunteer Training Programs
- Plan, coordinate and attend Citizenship Application Workshops/Forums
- Coordinate and attend special events and programs such as initial and final Citizenship Preparation Classes
- Evaluate the strengths and weaknesses of the program services including regular outcomes measurement and analysis.
- Represent BAA at external events, as needed.
- Plan and manage outreach activities for increased awareness of programs.
- Oversee day-to-day office administrative procedures to meet objectives set by board of directors and/or senior management.
- Create, manage, and implement new projects and propose and/or implement additions and improvements to programs and services.
- Participate in regular calls, meetings, and training sessions.

#### **Qualifications Include:**

- High School Diploma, associate degree or bachelor's degree (Associate's Degree or Bachelor's Degree preferred)
- Bilingual (English and Spanish), including ability to communicate effectively both verbally and in writing.
- Ability to learn and utilize business application software, including, a high degree of competency with Microsoft Office Word, Excel and PowerPoint
- Ability to work with a flexible schedule, including Saturdays and Sundays
- Prior work experience with non-profit organizations, or social work, even as a volunteer
- Ability to lift objects weighing up to 50 pounds.

**Salary Range: \$55,000 - \$70,000 annually**

#### **Submit your resume :**

**Subject: Confidential – Programs Director To:  
tnburdette@baatexas.org**