



NEW ORLEANS

Job Title: Program Director

Location: Hybrid in New Orleans, LA

Job Type: Contract approximately 20 hours per week

Compensation: \$2,750 - \$3,000 / month

Reports to: Advisory Board for Albert Schweitzer Fellowship - New Orleans

ORGANIZATION OVERVIEW

The [Albert Schweitzer Fellowship – New Orleans](#) (ASF NOLA) is one of 13 active [Schweitzer Fellows Programs](#) across the U.S. dedicated to developing a pipeline of emerging professionals who enter the workforce with the skills and commitment necessary to address unmet health needs. New Orleans Schweitzer Fellows are competitively chosen from students enrolled in a variety of graduate and professional programs in the Greater New Orleans area who have demonstrated a passion for cultivating positive change in our community. Over the course of the yearlong Fellowship, each Fellow plans, implements, and evaluates a 200-hour service project addressing health equity in partnership with a local community-based organization. Since the chapter's founding in 2007, ASF NOLA has mentored and graduated 140 Fellows who have partnered with 63 community organizations and 12 graduate schools to contribute 28,000 hours of community service.

Mission

ASF is preparing the next generation of professionals who will serve and empower vulnerable people to live healthier lives and create healthier communities.

Vision

The ASF vision is to create a global corps of leaders who promote positive change with and in our communities, our health and human service systems, and our world.

POSITION OVERVIEW

The Program Director is the leader, administrator, and fundraiser of Albert Schweitzer Fellowship - New Orleans (ASF NOLA). They work closely with and is accountable to the ASF NOLA advisory board to achieve the program's goals and mission. The Program Director also receives support and contributes to the national ASF Programs Collaborative composed of Directors from the 13 active Schweitzer Fellows programs across the US.

RESPONSIBILITIES

Programmatic

- Direct and manage the recruitment and competitive selection of new Fellows annually
- Supervise and mentor Fellows on an ongoing basis, including during their direct community service
- Meet with each Fellow individually mid-year and as otherwise needed to review the progress of his/her project
- Respond to additional requests from Fellows for assistance
- Organize and lead the annual orientation, mid-year retreat, monthly meetings, public symposia, Celebration of Service, and other Fellowship activities
- Review and respond to all monthly and final reports from Fellows to ensure that Fellows have met all requirements
- Develop and maintain university and community partnerships
- Co-facilitate Fellows for Life steering committee

Public Relations

- Foster strategic outreach to local community stakeholders including universities and community based organizations
- Develop and distribute content to increase awareness about individual Fellows' projects, ASF Program Site, and ASF programming such as press releases, newsletters, and social media posts

Finance and Administration

- Direct and monitor financial expenditures of the program
- Maintain and review for accuracy quarterly financial reports
- Develop yearly budget forecasts and provide periodic adjustments
- Submit stipend requests for Fellows to Fiscal Sponsor
- Maintain electronic files on all Fellows and program alumni (Fellows for Life)
- Work to involve the ASF NOLA Advisory Board in consequential and meaningful work to achieve the success of the program

Development

In collaboration with the ASF NOLA Advisory Board and Fiscal Sponsor staff:

- Establish annual fundraising goals to support the program budget
- Cultivate new funders and write grant proposals
- Initiate contact with funders and provide appropriate feedback, and subsequent continued cultivation including requested grant deliverables
- Organize individual giving campaigns (e.g. GiveNOLA Day)

National ASF

- Participate in monthly conference calls of Program Directors
- Attend annual Program Director retreat (summer)
- Serve on one national programs committee (ex. anti-racism policy, evaluation, curriculum development)

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree is required; advanced degree preferred in a related discipline such as public health, social work, education, higher education, etc.
- Two to four years of work experience with a nonprofit organization serving underserved populations; student development; and/or program management

- Demonstrated ability to work with a diverse group of constituents representing a variety of backgrounds - public, private, nonprofit, and academic organizations
- Demonstrated commitment to human rights, health equity, and social justice
- Proven ability to fundraise – private / public sector
- The candidate must be flexible and able to accommodate variability in the work schedule. Some weekend and evening work is required for program events such as Fellows monthly meetings (typically one Sunday evening a month) and annual Fellows Orientation (an overnight event in the spring).
- Occasional use of a personal vehicle for local travel related to this position may be required.

PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Experience in student development, adult learning, service learning, and/or volunteer management
- Experience in community-based non-profits, health care, and/or social services
- Understanding of community-based program planning, implementation, and evaluation
- Excellent communications skills, both written and oral
- Exceptional levels of organization, with strong project/process planning experience and skills
- Proven ability to work independently and productively on a range of projects simultaneously
- Experience with computer systems and software such as Microsoft Office, Google Drive, and Zoom
- Experience with social media platforms such as Instagram, Facebook, and LinkedIn
- Experience with or ability to learn basic web development/Wordpress
- Basic understanding of non-profit finance and budgeting
- Meeting planning experience
- High level of energy, enthusiasm, and commitment to the mission

COMPENSATION

This is a contract position, with a potential compensation rate range of \$2,750 - \$3,000 per month. The Program Director will be an independent contractor of the Louisiana Public Health Institute, the fiscal sponsor for ASF NOLA.

ASF NOLA will reimburse the Program Director for authorized expenses detailed in an approved annual program budget, including but not limited to meeting costs and travel outside of Louisiana.

APPLICATION PROCESS

To apply, please email a resume and cover letter to apply@asfnola.org with the subject line “Application for Program Director.”

DEADLINE

Applicants are encouraged to apply by September 15, 2022, though applications will be accepted until the position is filled.

Equity and inclusion are core values of the Albert Schweitzer Fellowship. We encourage applications from individuals with diverse personal and professional backgrounds.