



## **OPEN POSITION FOR PROGRAM & OUTREACH DIRECTOR**

TO APPLY, SEND YOUR RESUME AND COVER LETTER TO [INFO@LAALNYC.ORG](mailto:INFO@LAALNYC.ORG)

### **ABOUT LAAL NYC:**

Laal is looking for dedicated leaders to join our growing team. At Laal we provide resources to Bengali women in the Bronx so that they can live healthy, engaged, and joyful lives. In Bangla, *laal* means red. Laal symbolizes many things: the mark of menstruation; the red *altha* with which Bengali women adorn themselves; the red saree Bengali women wear on their wedding day; the red *bindi* that Bengali women are famous for; and of course, the red sun in the center of the Bangladeshi flag. We chose this as our name because it serves as a reminder of the strength and resilience of Bengali women.

Laal is a 501(c)3 nonprofit organization dedicated to the wellbeing and movement building of Bengali/Bangladeshi womxn from the Bronx. To date, we have held over 345 womxn-led workshops, gathered over 200 active members and assisted over 2,800 individuals in obtaining food and other resources during the COVID19 pandemic. Laal envisions Bangladeshi womxn breaking generational cycles of poverty and trauma, advocating for change and building sustainable, joyful communities.

For more information about Laal, please visit [www.laalnyc.org](http://www.laalnyc.org).

### **ROLES AND RESPONSIBILITIES:**

- Responsible for researching, planning, developing and implementing Laal's programs. Initiate and set goals for programs according to the strategic objectives of Laal. Plan the programs from start to completion involving deadlines, milestones, processes and measuring impact.
- Plan and develop budgets, and work with the Director of Finance and fiscal staff to ensure that collection of payment from funding sources is current. Monitor fiscal expenses and analyze fiscal reports on a monthly basis.
- Maintain case records and statistics for the program.
- Recruit, hire, and oversee training and orientation of all program staff members. Supervise center staff and fill in for absent staff as needed.
- Supervise all program and project managers involved to provide feedback and resolve complex problems. Hold monthly/bi-weekly supervision meetings with staff supervised.



- Devise evaluation strategies to monitor performance and determine the need for improvements.
- Administer personnel policies and procedures under the guidance of Laal's employee Handbook.
- Ensure program operations and activities adhere to legal guidelines and internal policies.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Maintains and supervises use of equipment, supplies and facilities.
- Attends community, coalition, government agency and staff meetings as designated.
- Develop regular communication with contract managers for programs supervised and act as liaison with funding sources.
- Ensure all programs meet contractual goals and reporting requirements.
- Prepare proposals for the development, expansion and continuation of programs in coordination with the Development team and ED.
- Participate in, and encourage staff to become involved in, agency events.
- Act as liaison with the community and developing genuine partnerships with Laal's community partners and advocates.
- Perform additional duties as assigned by ED.

#### **REQUIREMENTS:**

- Requires a Bachelor's degree in relevant or a related field. Master's degree preferred.
- At least 5 years of experience with two of those in a team management role.
- Proficient in using technology as a management reporting tool and for program management.
- Strong project management and organizational skills with the ability to work effectively in collaboration with diverse groups of people with measurable outcomes. Excellent verbal and written communication skills with exceptional attention to detail.
- Personal qualities of integrity, credibility, and a commitment to and passion for Laal's mission.
- Action-oriented, entrepreneurial and adaptable.
- Ability to thrive in a fast-paced environment.
- Ability to work quickly, juggle multiple projects, thrive under time pressure, and adapt to evolving circumstances.
- Confidence to take initiative and make decisions proactively.
- Strong people skills, emotional intelligence, and ability to work well with others.



- Outstanding interpersonal communication skills (written and oral).
- Must bring enthusiasm, creativity, patience, good judgment and flexibility to their work.
- Excellent organizational skills, with high accuracy and attention to detail.
- Commitment to the highest standards of integrity.
- Must be proficient in using social media platforms such as Facebook, Twitter, and Instagram.
- Clean motor vehicle and background checks required for successful candidates.
- Must bring enthusiasm, creativity, patience, good judgment and flexibility to their work.
- Bangla language fluency required.

**SALARY:**

The annual salary for the Programs and Operations Position is between **\$57,000 to \$60,000** depending on experience. Full-time employees are also eligible for a comprehensive benefits package including but not limited to medical and dental and coverage; a 401(k) retirement plan with employer contribution; a generous vacation, sick leave, and parental leave policy; and a professional development fund. More specific information about salary and benefits will be provided when and if an offer is extended.