



## **Pathworks Program Director Job Description**

**Position:** Pathworks Program Director

**Status:** Full-Time – 40 Hours/Week – Exempt

**Salary Range:** \$60,000-\$70,000 annually plus medical, dental and 401(K) plans.

**Accountability:** The Program Director reports to the Marin City Community Development Corporation (MCCDC) Executive Director

**Summary:** The Pathworks Program Director manages a series of industry specific workforce development training programs ranging from 4 weeks to 12 weeks in length including construction trades, microenterprise development, customer service and hospitality workforce training.

### **Authority:**

The Pathworks Program Director is authorized by MCCDC Board of Directors to act on behalf of the Pathworks Program to speak for the Program and to manage the day-to-day operations of the Program in the County of Marin. The Program Director manages staff and clients in the Pathworks Program, engages with participants and their families and/or caregivers, coordinates support services. The Program Director also networks with the MCCDC and Marin County Department of Health and Human Services to strengthen service delivery revolving around workforce development training for specific career cluster industries. The Program Director will work closely with the Executive Director to expand consumer training and support services and to enter into employer and support services contracts as needed. The Pathworks Program is a 2-year grant sponsored by the Governor of California's GO-BIZ Office.

### **Responsibility:**

The Program Director provides leadership, vision, and direction to the Pathworks Program in pursuit of its mission. The Program Director is responsible for the active recruitment of eligible Program participants from the community, hiring, firing and managing the employees of the Program, fund development, Program compliance, administering the budget, public relations, contract management, and publicly representing the mission and vision of the Program. They are responsible for the implementation of the Pathworks Program Scope of Work.

### **General Duties:**

- Oversight and management of the day-to day operations of the Program.
- Prepare for and attend Pathworks Program Advisory Board Meetings, bi-weekly MCCDC staff meetings, and other County-related committee meetings.
- Coordinate communications between the Program, its funders, and members of the Pathworks Program Advisory Board.



- Recruit, hire or enroll, supervise and exit (as needed) all Program staff in conjunction with the Executive Director.
- Successfully manage the Pathworks Program annual budget development and monitoring processes including the ongoing financial activities of the Program with the Executive Director.
- Fund development and fundraising activities for the Pathworks Program with the Executive Director.
- Public Relations and marketing outreach for the Program.
- Develop employer relationships and job opportunities for participants in the Program.
- Maintain Program compliance with Scope of Work activities.
- Ensure timely communications with the Executive Director and MCCDC Board of Directors and all required organizations regarding accomplishments, needs and/or any serious incidents, issues, or concerns.
- Provide all required reports and information to government and funding source organizations.
- Ensure there is significant and meaningful participation of Program members in all aspects of the Program including the identification of needed support services.
- Keep informed about issues in the general community relevant to the mission and operations of the Program.
- Ensure diversity practices are followed and culturally responsive actions are taken.
- Coordinate services with various county health, mental health, governmental agencies and support services organizations.
- Facilitate county-wide workforce development activities as needed with the assistance of the Executive Director.

**Qualifications:**

- Bachelor's degree required; Master's degree in social services, health, or business field preferred but not required.
- A minimum of three years employment experience with continually increasing responsibilities in a Program or non-profit service organization.
- A clear understanding of compliance issues and accountability
- Ability to articulate consumer concerns and a commitment to the values and beliefs of a Program for people living with limited incomes, less advantaged backgrounds, mental illness and/or disabilities.
- Demonstrated ability to work with multicultural populations; Spanish-speaking preferred but not required.
- A demonstrable capacity to work effectively with consumers and their families and/or caregivers.
- Excellent fund development, writing skills and ability to research, write and prepare effective proposals.
- Execute tasks in a timely manner.



- Ability to work long and varied hours.
- Must have the ability to work with people with varied personalities, mental and physical disabilities, cultures, and interests.
- Must have capacity to lift 40 lbs. and assist disabled clients.

### **Agency Background**

The Marin City Community Development Corporation (MCCDC) has over 40 years of expertise providing job training and referral, youth development, housing programs, and other asset building services. The organization has also helped Marin City's residents to own, manage, and operate their own businesses. MCCDC is a nonprofit organization with 501(c)(3) status, recognized as a leading workforce development institution in Marin City and within the County of Marin. The Mission of MCCDC is to empower and improve the quality of life of Marin City residents by implementing comprehensive income and asset development programs, and to preserve its diverse culture. The Marin City Community Development Corporation is committed to increasing the earnings and skills of unemployed or underemployed residents of Marin County. MCCDC efforts ensure that its clients are connected to viable careers. MCCDC works in partnership with workforce agencies, businesses, and educational institutions, to increase the opportunity for people to enter demand industries that provide career track employment leading to economic self-sufficiency.

**Please send cover letter describing your interest in the position, resume, salary history and available start date to:**

Marin City Community Development Corporation  
Attn: Debbi Handler, Operations/IT/HR Director  
441 Drake Avenue  
Sausalito, CA 94965  
[dhandler@marincitycdc.org](mailto:dhandler@marincitycdc.org)