



## Father Factor Program Supervisor

Action for Children is seeking an individual to join our Fatherhood team as a Program Supervisor who will oversee all aspects of the Father Factor program for the agency. This position will work in coordination with other AFC Fatherhood messaging and programming to further the broader mission of helping fathers and families across central Ohio.

### Major responsibilities include:

- Coordinating the administrative aspects of the program including staffing, training, curriculum implementation, service delivery, and reporting
- Supervising case manager and job development work within this program
- Work with the Job Developer and Case Manager to ensure the needs of program participants are being met
- Overseeing and participating in ongoing outreach and recruitment of program participants with partner agencies and other organizations
- Assisting in the development and coordination of additional employer relationships for internships and other employment opportunities
- Coordinating with other agencies and organizations to support the needs of participating fathers, families and the program as a whole
- Establishing project management plan and facilitating regular project review meetings to ensure program delivery is progressing according to said plan
- Ensuring timely and accurate data collection and reporting regarding program participants and outcomes
- Submitting required program documentation to Ohio Commission on Fatherhood (OCF), the funding agency for the project

### Qualifications include:

- **Required:** Bachelor's degree in Social Work, Psychology, Counseling, Education, Business or related field with extensive experience in overseeing program development and implementation
- Knowledge and expertise in operating within a grant-based program
- Experience with program development and tasks such as needs assessment, identifying and coordinating community resources, establishing collaborations and partnerships
- Competence in data collection and reporting processes
- Proficiency with technology and experience with Microsoft Office Suite
- Bilingual English/Spanish preferred (not required)
- Understanding of how intersecting systems of racial, gender, and class discrimination shape conditions for early childhood educators, child care programs, and the children and families they serve
- A desire to contribute to a workplace and profession which values collaboration, diversity, growth, and respect for all people



We seek an individual with the ability to supervise the daily operations of the effort while keeping an eye on the overall desired outcomes for the program. You will have demonstrated strong skills in written and verbal communication, presentation and problem-solving. You must be committed to the success of the program and the team, dedicating the time necessary for team meetings and agency events. This is a full-time position, requiring the individual to work flexible hours, including occasional evening and weekends.

**HOW TO APPLY**

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, [jobs@actionforchildren.org](mailto:jobs@actionforchildren.org) by January 8, 2021. No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.