



**DENVER INNER
CITY PARISH**

Job Description

Title: Parish Seniors Program Director

Supervised By: Executive Director

Salary: \$60,000 (Annual)

Benefits: Include 13 paid holidays, accumulated paid vacation and sick-leave, and matching 401k (up to 3%), health insurance, dental, and supplemental health benefits.

Position Summary: The Parish Seniors Program Director is an important member of the Leadership Team, collaborating with the CEO and other Directors to guide the organization's mission, vision, and values. The Director provides leadership to the Parish Seniors Program and is afforded autonomy to evolve and refine a growing program to meet the changing needs of our community. The Director has four direct reports, a passionate, dedicated, and experienced team who support the 120+ participants of the program through in person and virtual program sessions, transportation services and food/supply box deliveries provided weekly. The Director provides comprehensive support and oversight through program evaluation and development, strong communication, DRCOG reporting and compliance, cultivating and collaborative relationships with donors, partners and volunteers, and strategic planning that ensures the services we provide are positive, meaningful, and impactful.

Responsibilities

Lead and grow Parish Seniors program and staff to engage and support 120+ seniors

- Lead multi-generational staff to provide engaging and impactful programming and outreach efforts for 120+ senior program participants through in-person and virtual programming.
- Develop a schedule of engaging events and innovative experiences that promote the mission and purpose of DICP's Parish Seniors program, as well as maintaining a culture of being a welcoming community.
- Manage and maintain the financial and administrative records related to the program with support from staff.
- Comfortable with writing newsletter articles, outreach flyers, and social media posts.
- Assist leadership with program and organizational operations.
- Assist with development, grant writing, and other fundraising activities for program and DICP
- Strong skills in connecting and communicating with people.
- Serve as second large capacity van driver as needed to support transportation services of program.
- Support staff in making outreach calls to program participants as needed; collecting required information for program operations understanding the importance of keeping participant data confidential and private per HIPPA requirements.

Minimum Qualifications

Demonstrated experience and history working with Senior Adults

- Willingness to support and promote DICP mission and vision.
- Minimum two (2) years of experience in providing direct services and case management to diverse, aging and low to medium income populations.
- Possess a current HIPAA training completion certificate, or willing to complete the training at employer's expense within two months.
- Satisfy any job related training/certifications
- Experience with DRCOG funding and reporting requirements; understanding the importance of data tracking for the purposes of securing and reporting to funder on the outcomes and outputs of non-profit programs.
- Ability to read, analyze and interpret regulations, program related data, and general digital correspondence.
- Familiar with resources and organizations that work throughout Denver Metro area to support aging community; existing aging community relationships is a plus.
- Experienced in program development and implementation that is engaging to the target audience.
- Well organized, dependable, flexible, and resourceful.
- Ability to handle multiple projects simultaneously and set and meet tight deadlines.
- Effective interpersonal skills and ability to effectively and tactfully present information to, and communicate with, supervisors, co-workers, volunteers, participants and others verbally and in written communications.
- Basic computer skills: Microsoft Office, data entry into multiple systems as required by DICP, DRCOG and other funders.
- Valid state issued driver's license, good driving record and to be at least 25 years of age
- High school diploma or GED required, previous experience of two years or more with the outlined job responsibilities may be substituted in the absence of a high school diploma
- Bilingual (English/Spanish or English/Mandarin) a plus.

Please email a cover letter, resume and references to Seniors@dicp.org