



## **Director of Programs**

Exemption Status: Full-Time, Exempt Salary Position

May require weekend or overnight work (retreats/competitions)

Reports to: Executive Director

Directly Supervises:

- All Program Managers – Elementary, Youth, Teen (except Robotics/STEM Program Managers)
- Program Coordinators and Program Support Staff (excluding STEM-related roles)
- Seasonal Program Staff/Interns (as needed)
- Hope Horizon Program Volunteers (except those supporting Robotics/STEM)

Compensation: \$72K–\$78K DOE + full benefits and 2-week sabbatical after 3 years

## **About Hope Horizon EPA**

Hope Horizon East Palo Alto is devoted to carrying out the Christian Gospel message in and through programs and resources offered to students (and families) in East Palo Alto, CA. Our vision is that our alumni are active Christ followers, with hope, purpose and marketable skills and who give back to their communities. Since our founding over 35 years ago, the mission of Hope Horizon EPA is to equip the youth of East Palo Alto and the Belle Haven neighborhood to grow spiritually, gain life skills and develop as leaders so they have hope and a future. Hope Horizon is a non-profit serving close to 250 mostly under resourced, marginalized youth each year in after-school and summer programs, using relational, holistic and collaborative approaches to empower the next generation of community leaders. Please see [www.hopehorizonepa.org](http://www.hopehorizonepa.org) for more information on Hope Horizon EPA.

Hope Horizon East Palo Alto is committed to Equal Employment Opportunity (EEO) in compliance with bona fide occupational qualification (BFOQ). Hope Horizon EPA follows Federal, State and local laws that prohibit employment discrimination based on race, gender, national origin, disability, color, age, pregnancy, marital status, citizenship,

genetic disposition, or veteran's status or any other classification protected by State/Federal laws.

## **Position Summary**

The Director of Programs leads the design, execution, and evaluation of all youth programming at Hope Horizon, spanning elementary through high school, summer and academic year. The role includes launching alumni engagement initiatives to strengthen long-term impact.

You'll manage a team of staff and volunteers (excluding Robotics/STEM roles) while building systems, culture, and community that reflect our mission.

## **Key Responsibilities**

### **1. Program Leadership & Team Supervision (40%)**

- Supervise non-STEM program managers, coordinators, and seasonal staff
- Oversee day-to-day operations, long-term planning for academic year and summer programs, hiring and training of support staff and leading special events
- Lead program evaluation and ensure safety and compliance
- Support annual program reporting and evaluation/assessment
- Serve as Camp Hope Horizon Director, leading and managing all aspects of Camp Hope Horizon from budget to program plans to personnel recruitment, development and management

### **2. Alumni Engagement (20%)**

- Launch and lead Hope Horizon's first Alumni Council
- Develop alumni tracking and communication systems
- Create alumni leadership and mentorship pathways

### **3. Cross-Team Strategy & Collaboration (20%)**

- Serve on the Executive Team
- Support Parent Council and faith integration
- Represent Hope Horizon at community tables and partner sites

### **4. Operations, Evaluation, and Development Support (20%)**

- Co-manage program budgets

- Support storytelling, fundraising, and grants with the Development team
- Track metrics and share program outcomes with stakeholders

Note: During the early implementation phase of launching the Parent Council and Alumni Council, time allocation for those responsibilities may temporarily exceed the stated percentage breakdowns. This is expected and reflects the startup nature of these new initiatives.

## **What We're Looking For**

- Deep alignment with Hope Horizon's Christian mission and values
- 5+ years of experience in youth development or nonprofit leadership
- Strong team leadership, systems thinking, and communication skills
- Experience with multi-ethnic or under-resourced communities
- Preferred: bilingual (Spanish or Tongan), lived experience in East Palo Alto

## **Values and Culture**

We're looking for a team member who:

- Believes every child has value, talent, and a God-given purpose
- Leads with grace, integrity, and a posture of learning
- Thrives in community and believes in collective leadership
- Is excited to build something meaningful that lasts

## **How To Apply**

Applications need to include both a resume and cover letter in order to be considered. Attachments must be in .doc or .pdf format only.

In your cover letter, please explain your interest in Hope Horizon East Palo Alto and why you think you are a good fit for this role. Only resumes with cover letters will be considered.

No phone calls, please. Applications will be accepted on a rolling basis until July 21, 2025. Send to [jennifer@hopehorizonepa.org](mailto:jennifer@hopehorizonepa.org) or Jennifer Greely c/o Hope Horizon East Palo Alto, 1001 Beech Street, East Palo Alto, CA 94303

## **Tentative Interview Schedule**

The application for this position will be available from Tuesday, July 1, 2025 to Monday, July 21, 2025. The first set of interviews will begin on Monday, August 4, 2025. If offered, two one-on-one

interviews will be conducted one week after the completion of candidate's first interview, and the third interview will be held within one week after the conclusion of the second interviews. Employment offers will be sent out shortly thereafter.

Expected start date: Monday, August 25, 2025