



NORTH + AMERICA

**FOCUS North America**

600 North Bell Avenue  
Building 1, Suite 115  
Carnegie, PA 15106

**Position: FOCUS Program Director**

**Location: Orange County, California**

**Start Date: January 2019**

FOCUS North America is a national movement of Orthodox Christians, united in faith and joined by a desire to provide action-oriented and sustainable solutions to poverty in communities across America. FOCUS has operations and youth volunteer experiences in more than 50 cities in the United States.

All of FOCUS North America's services are provided without discrimination of any kind. We do not require any faith commitment from anyone we help. We exist solely to transform the lives of the homeless and poor in America, moving them from dependency to self-sufficiency, by providing food, occupation, clothing, understanding and shelter.

### **Summary**

The Local FOCUS Program Director is responsible for all program and logistics and business relationships for acquisition, transportation and delivery of food and supplies to individuals and facilities serving those in need as part of the FOCUS partnerships. Responsibilities include developing and maintaining relationships with area Orthodox Parishes, Priests and laity, Advisory Board Members, local agencies, companies, organizations supporting FOCUS efforts. Program Director must respect the needs and dignity of those being served, must be able to professionally communicate with all participants and FOCUS Management, work within an approved budget and timeframe, be responsible for the quality of food and supplies procured and delivered.

The Local Program Director reports to the FOCUS North America Vice President of Operations and frequently interacts with other personnel of FOCUS North America. Significant opportunity for expansion of role and responsibilities exists for professional development and increased service to those in need.

The position is full time and qualifies for benefits.



NORTH + AMERICA

**FOCUS North America**

600 North Bell Avenue  
Building 1, Suite 115  
Carnegie, PA 15106

### **Inquiries**

- Submit Resume with References via email to [HumanResources@FOCUSNA.org](mailto:HumanResources@FOCUSNA.org)
- Resumes must be submitted prior to January 15, 2019
- Candidates will be contacted by FOCUS prior to January 31, 2019, if they are being considered for the Program Director position
- Do not call FOCUS for additional information at this time

### **Responsibilities**

- Develop and execute all logistical plans
- Coordinate personnel, processes and activities among all participants and beneficiaries
- Collaborate with and engage members of the Orthodox community, including Advisory Board
- Good knowledge of the community being served and transportation network
- Good record-keeping abilities
- Ensure effective services maintained
- Ensure cost efficiency in procurement, management and delivery of goods
- Operate on time and on budget
- Maintain records on all activities and transactions
- Other duties as assigned by FOCUS North America VP of Operations

### **Qualifications**

#### **Knowledge and Skills**

- Logical, efficient planning
- Excellent interpersonal skills
- Intermediate skill level with Word, Excel, email
- Excellent knowledge of Orthodox Christianity and interaction with Orthodox Christians
- Customer service experience beneficial
- Prior logistics experience preferred
- Social Service skills desirable
- Social Service Certifications (Optional, Beneficial)
- Bi- or multi-lingual (Optional, Beneficial)

#### **Competencies**

- Service minded
- Cultural and local area sensitivity



NORTH + AMERICA

**FOCUS North America**

600 North Bell Avenue  
Building 1, Suite 115  
Carnegie, PA 15106

- Ability to understand and work with homeless, impoverished and vulnerable communities and demographics
- Ability to build organizational relationships between FOCUS and Orthodox churches, communities and leaders
- Ability to represent FOCUS to local government officials and donors, individual and corporate representatives
- Stress tolerance during program establishment and implementation
- Capacity of critical, analytical thinking to innovatively resolve program and funding problems
- Foster a sense of teamwork among center offices and staff
- Good public speaking skills
- Good organizational skills
- Efficient and effective time management

#### **Experience**

- Demonstrated consistent reliability in work performance
- Demonstrated responsibility for providing and maintaining service delivery to others
- Demonstrated positive results in fulfilling management assigned responsibilities to achieve goals

#### **Education**

- College degree beneficial but not required in Social Work, Public Policy or Nonprofit Management preferred

#### **Certifications**

- None required, but are beneficial (social services, first-aid)
- Commercial driving license beneficial