

Position Title: Project Director
for Micronesian Resource Center One-Stop Shop Project

To apply – Send Resume, Cover Letter and three (3) professional references to:
bbbsgexec@teleguam.net

- This is a one year grant funded position and is contingent on availability of funds
- Application deadline – August 22, 2018

Job Description: The Project Director is responsible for the implementation, management, supervision and evaluation of the Micronesian Resource Center One-Stop Shop project in accordance with federal and project proposal guidelines. The Project Director, in working with the Executive Director, will assist with planning, budgeting, operations, implementation and problem solving.

Qualifications:

Priority is given to candidates who meet the following qualifications

- College degree
- 5 years of experience working in social services or related field
- Demonstrated ability to manage federally-funded project, to include budgeting, planning, implementation, reporting and evaluation
- Bilingual in English & Chuukese or English & Pohnpeian
- Valid Guam driver's license and ability to be covered by agency liability insurance
- Competent in Microsoft Office
- Management Experience
- Demonstrated understanding of migration issues and sensitivity to diverse communities
- Strong written, verbal and interpersonal skills
- Ability to work flexible hours

Duties include, but not limited to:

- Work closely with Executive Director to develop work plan that includes guidelines and schedules to achieve project goals.
- Direct, plan and coordinate staff and volunteer duties and tasks according to agency policies; monitor and assess progress of staff and their caseload.
- Oversee the revitalization and facilitation of workshops and information sessions.
- Identify and form appropriate collaborations with community and government partnerships.
- Develop, plan and implement recruitment strategies for clients and volunteers.
- Assist in media outreach and serve as representative of the organization and project.
- Develop and assist in fund development.
- Contribute to the grant reporting requirements by providing quarterly project reports, assessments and evaluations.
- Assist Case Workers/ Cultural Mediators in providing information services, referrals and case management; assist staff in facilitation of programs and workshops
- Maintain client files, data collection and undertake other administrative tasks related to program operations

Big Brothers Big Sisters of Guam is a drug-free, tobacco-free workplace. All new-hires are contingent upon a drug test and criminal background check.