



**Job title:** Program Director

**Salary range:** Starting at \$69,000 annually, based on budget and experience

**Benefits:** 10 vacation days and 10 sick days annually, as well as paid time off for all federal holidays; monthly stipend for medical insurance

**Location:** Primarily remote with periodic in-person meetings and events throughout the Los Angeles, Orange, Phoenix & San Diego counties

**To Apply:** E-mail the following items to [tacsc@tacsc.org](mailto:tacsc@tacsc.org) by March 15, 2025:

1. Resume
2. Cover letter
3. Three professional references

**Who We Are:**

The Association of Catholic Student Councils (TACSC) is a non-profit Catholic youth leadership organization, whose mission is to develop moral leaders who positively impact our world. For over 40 years, TACSC has developed over 42,000 Catholic leaders who live that mission through service to others.

What makes TACSC unique is our peer to peer teaching model. Our college students teach our high school students and our high school students teach our middle school students. While students are having fun and creating life long friendships, they are learning life long leadership skills to set them up for success.

At TACSC, we believe that leadership begins with having a goal, a plan and a dream. Teaching students to reach for the stars and then we give them the skills and road map to achieve their goals. Once they have their goal we teach students how to communicate them in small and large groups, becoming effective communicators and strong public speakers.

Students learn to become life long mentors and that real leaders grow other leaders.

That is the beauty of peer to peer leadership. These students become the best of themselves to mentor others. Our Catholic faith and beliefs are at the core of our work teaching students to have a closer connection to God and self; understanding the importance of servant leadership; and becoming an active leader.

These are the lifelong skills students need to make a difference in their communities, but also position them to succeed as college applicants and later in their careers. We proudly partner with hundreds of Catholic schools providing year round programming including: Trainings for high school students, Leadership Days for middle school students and Summer Programs for middle school and high school students.

To learn more about how we grow leaders, please visit [tacsc.org](http://tacsc.org).

**Role Overview:**

The Program Director plays a pivotal role in achieving TACSC's mission by elevating the leadership capacity of the organization and building the pipeline of Catholic leaders. Reporting to the Executive Director, this role is a unique opportunity to design and execute transformative programs that amplify the impact of our young leaders on their schools and communities. This hybrid role allows for work remotely for most of the year and to be in person for various meetings and events such as Student Leadership Days and overnight Summer Conferences throughout the Los Angeles, Orange, Phoenix, and San Diego Counties.

**Responsibilities:**

Under the direction of the Executive Director and Board of Directors:

- Coordinate and execute all programs including trainings, leadership days, and summer conferences
- Oversee and train all volunteer staff
- Maintain relationships with all partnering schools and administrations
- Assist with managing the organization's expenses
- Create reports to help track data
- Assist with fundraising and outreach efforts
- Plan strategically with the Board of Directors and Headquarters Staff
- Other duties as assigned

## **Big Picture - What You'll Do:**

### 1. Develop Strategy

- Design and execute leadership development strategies aligned with TACSC's goals.
- Partner with our board's program committee and external experts to create and expand TACSC cutting-edge programming.
- Monitor outcomes and refine initiatives for continuous improvement.
- Create data solutions to track the work and the leadership outcomes

### 2. Develop Talent

- Lead all leadership programs, from planning, recruitment, facilitation, and evaluation.
- Build a structured mentoring strategy and onboarding process for new leaders.
- Create customized learning opportunities using innovative, multi-modal approaches.

### 3. Drive Operational Excellence

- Market leadership initiatives to internal and external stakeholders.
- Develop systems to measure program impact and inform strategy.

## **Qualifications:**

The desired applicant is someone who is:

- A strategic thinker with a talent for managing teams and processes to execute complex projects while balancing big-picture vision with attention to detail.
- Positive, warm, and enthusiastic for youth leadership programming paired with confidence, humility, and openness to feedback and new ideas.
- A collaborative leader who values input from others while confidently making and standing by decisions. Brings fresh ideas and embraces challenges.
- Able to have excellent, transparent communication and interpersonal skills, with enthusiasm for connecting with diverse stakeholders.
- Hardworking and energetic, with the ability to maintain high levels of focus and commitment in a dynamic, demanding environment.

**Required Qualifications:**

- Bachelor's Degree
- Minimum of five years of experience working with students in grades 5-12, ideally in non-profit/Catholic school settings
- Minimum of five years working in programming, organizational, or leadership development and volunteer management
- Experience creating and managing a budget
- Experience in creating, developing, and evolving curriculum
- Experience in facilitating and leading large-scale events

**Preferred Skills:**

- Expertise in Google Suite & Microsoft applications
- Knowledge of other computer programs such as Salesforce, PayPal, Form Assembly, Constant Contact/Mailchimp, and Canva
- Strong project management, analytical skills, and financial skills

**Why You'll Love Working with TACSC:**

- Mission-Driven Impact: Be part of a movement that creates opportunities for future Catholic leaders.
- Collaborative Culture: Work with passionate colleagues who are dedicated to a kind culture of belonging.
- Flexible Work Environment: Hybrid role with some travel, allowing you to connect with a variety of regions in Southern California and Arizona.

**Other Requirements:**

- The Program Director must be able to perform duties that include occasional lifting, pushing, and pulling of up to 25 pounds, climbing (stairs and/or ladders), the ability to work at a computer for extended periods, and stay overnight for conferences and retreats.
- Travel is required and therefore a valid California Class C Driver's License is required and must be maintained during the course of employment.
- Job offer is contingent on the selected candidate completing and passing a live scan and background check.