



## Job Posting

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Job Title: Program Director  
Start Date: Immediately  
Reports To: Executive Director (and JASF Founder during the startup phase)  
Location: Seattle, WA

Salary Range: \$74,500 - \$79,000 (DOE)  
Benefits: Paid Time Off

The Justice and Soul Foundation is hiring a Program Director to launch our new domestic program and expand our international programs. This newly created position will report to and work with the Executive Director. They will also work with the Founder during the initial startup phase to create our new domestic cosmetology vocational training for survivors of trafficking and those at-risk. Program elements include recruiting salons for our apprenticeship network, developing workplace readiness programs, working with our non-profit partners, creating a long-term strategic plan, and expanding our international programs.

This is a full-time position working from home and in the field with some travel (both within the Pacific Northwest and internationally).

See attached job description for more details.

Qualified candidates may apply by sending a resume to:

[Matthew@JusticeandSoul.org](mailto:Matthew@JusticeandSoul.org)

or by mail:

Justice and Soul Foundation  
19240 Aurora Ave N, Ste A  
Shoreline, WA 98133  
ATTN: Human Resources



## Program Director

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**Reports To:** JASF Executive Director

### Position Summary

The Program Director (PD) is responsible for managing, setting strategic plans, budgets, and staffing models for all Justice and Soul Foundation (JASF) programs. This role will work with the Executive Director and the Founder (during the initial startup phase). The PD will be responsible for helping to establish and maintain both domestic programs as well as international. The PD is expected to uphold the values and always adhere to the mission of Justice & Soul Foundation.

### Key Areas of Responsibility

#### Leadership/Development

- Work with the board and employees to set measurable outcomes, review goals and outcomes quarterly with employees, and report outcomes to donors and the board, as needed.
- Recruit, train, and maintain a strong network of host salons
- Create and lead “Immersion week” introductory training for potential new students to help ensure applicants are job ready
- Design and implement educational opportunities, retreats, graduation ceremonies, and other learning opportunities
- Effectively build and cultivate relationships with key stakeholders including business leaders, donors, partnering non-profits, community partners, lived experience experts, employees, and board members.
- Foster a team culture that is increasingly diverse, equitable, and inclusive and ensure that JASF is maintaining our commitments to survivor empowerment and anti-racism in our internal and external actions and communications.
- Provide ongoing coaching and feedback including annual performance evaluations for direct reports

#### Project Management

- Create project management plan and ensure timely execution
- Develop a plan to monitor and evaluate the progress of the project
- Create and maintain comprehensive project documentation
- Develop and maintain operation and procedure manuals for each program

#### Marketing

- Work closely with the Foundation Coordinator to:
  - Ensure consistent marketing messages and branding (internal and external)
  - Create regular community outreach events for the program and volunteers
  - Maintain a community presence, attending community events and networking opportunities

#### Financial

- Prepare and manage budget forecasts in conjunction with program managers
- Manage program expenses throughout the year
- Prepare and present financial reports to both the ED and the Board of Directors



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### Minimum Qualifications

- Five years of previous management/leadership experience
- Previous business skills such as budget forecasting, organizational development, and sales
- Demonstrated ability to hire, lead, and provide effective coaching
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs
- Excellent communication, facilitation, and presentation skills
- Ability to manage time efficiently
- Strong project management skills and previous experience managing complex, multifaceted projects resulting in measurable successes and program growth
- Working understanding of human resources, employee development, employee performance improvement plans, and corrective action policies
- Good organizational skills
- Professional presence
- Strong customer service skills
- Ability to travel both domestically and internationally

### Desired Qualifications

- Four-year degree in business management or equivalent experience,
- Previous salon experience
- Previous experience with trauma informed care
- Human Resources background extremely helpful
- Experience working in, or closely with, non-profit organizations
- Passion for youth and education

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