



Job Description

Position title	Department	Reports to
Programs Director	Administration	CEO
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt \$95,000-\$140,000	12/01/2025

Purpose: The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles, regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity.

Position Summary

The Program Director provides leadership to program staff and oversees all aspects of the program development, delivery, promotion, and scheduling in accordance with SVMOW goals. The Program Director is responsible for the training and daily supervision of all program staff, facility and fiscal management, policy implementation and safety. The Program Director is responsible for developing and fostering relationships with community organizations to focus on program growth.

Essential Duties and Responsibilities

- Ensure the smooth operations of current SVMOW programs to include the production and delivery of meals to homebound seniors, catering of food to other MOW and social service programs and ancillary services to the clients.
- Design plan and implement any new programs that align with the organization's mission and goals. This includes identifying needs, setting objectives, and creating detailed SVMOW plans.
- Oversee the execution of programs, ensuring they are carried out effectively and efficiently. This involves managing resources, timelines, and ensuring all activities meet the planned objectives
- Supervise and support program staff, this includes hiring, training, assigning tasks, and evaluating performance to ensure a high level of productivity and morale
- Develop and manage program budgets. This involves allocating resources wisely, monitoring expenses, and ensuring financial accountability and transparency
- Set performance metrics and regularly assess program progress. Use data and feedback to informed decisions and adjustments to improve program outcomes



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- Participate in long-term strategic planning for the organization. Contribute to setting the overall direction and priorities to ensure the SVMOW continued growth and impact
- Work closely with other departments within the organization to ensure a cohesive approach to achieving SVMOW goals. This includes coordinating efforts and sharing resources to maximize impact and budgeting

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Minimum of a BA, MA preferred
- At least 10 years of experience in a team management role
- Strong project management skills management multifaceted projects resulting in measurable successes and program growth
- Experience with large food production programs and/or home delivered program services is a plus.
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance
- Sufficient verbal communication skills to communicate effectively in both internal and external environments (bilingual Spanish is a plus)
- Strong interpersonal skills
- The ability to work with diverse staff and volunteers in a team environment
- Demonstrates a positive attitude
- Strong attention to detail
- Able to read and follow directions, road maps, and/or other instructions.
- Valid California Driver's License and clear DMV record.
- Background Fingerprint Clearance
- Drug Test Clearance



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Physical Demands and Work Environment

The performance of duties involves working in an office environment and the physical abilities to sit for extended periods of time and work at a desk with extended periods of computer task and lift/move objects of 40 pounds or more.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

Reviewed with employee by:

Signature: _____

Name and title: _____

Date: _____

Received and accepted by:

Signature: _____

Name and title: _____

Date: _____

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.