



Job Title: Director of National Programs, West Region

Type: Full time with benefits and paid vacation

Salary: TBD based on qualifications and experience

Location: Individual must work in the HOBY International office in Los Angeles, CA.

Hugh O'Brian Youth Leadership (HOBY at www.hoby.org), America's premier youth leadership organization, provides leadership development programs for high school students throughout the United States and internationally, and promotes community awareness, activism, and service. HOBY seeks an enthusiastic, well-organized individual to serve as the **Director of National Programs for the West Region**, reporting to the Senior Director of Programs.

This position's responsibility is to effectively manage and direct HOBY's field operations and programs in HOBY's West Region of the United States (includes AK, AZ, CA, HI, ID, MT, NM, NV, OR, UT, WA and WY); to develop and maintain a strong volunteer infrastructure within the region; to achieve HOBY's mission; and to strengthen the relationship between HOBY's affiliates and the international organization.

Duties include: Ensure and monitor effective implementation of U.S.-based programs in the assigned region; recruit, train, supervise and motivate volunteers through conference calls, in-person, phone and e-mail communications; recruit and supervise volunteer support staff; dismiss volunteers when appropriate; monitor and evaluate structural and financial integrity of affiliates; oversee affiliate fundraising, student recruitment, program development, and risk management practices; ensure corporate compliance for all affiliates; work collaboratively with other staff members on assigned departmental projects, such as nationwide volunteer newsletter and volunteer instruction manuals, enhance services and programs for volunteers and youth; actively plan and participate in regional and national training events; represent HOBY to all key constituents including students, alumni, volunteers, schools, corporations, foundations and service and cooperating organizations.

Qualifications: Bachelor's degree in a related field required; Master's degree preferred. At least three to five years of professional work experience required, more a plus; director level experience in non-profit or business setting preferred. Excellent written and verbal communication skills; comfortable with public speaking before large and small audiences; group/individual training experience; and analytical and budgeting skills required. Must have proven ability to work with staff and motivate volunteers. Must demonstrate strong leadership ability. Proficient in MS Office computer applications including: Word, Excel, PowerPoint, Publisher, Project, Access, Visio. Excellent organizational and prioritization skills and attention to detail required. Ideal candidate must be a cost conscious problem solver able to multitask and meet project deadlines on time and on budget; be able to work independently and as part of a small committed team; be flexible and able to work in a challenging and changing environment; and have a positive "can do" attitude. HOBY volunteer experience and understanding of HOBY programs a plus, but not required. Must be willing to travel (average one trip per month) and expect to work some evenings and weekends.

To Apply: Please send cover letter, résumé, and references to Nicole Zendeudel, Director of National Programs via e-mail at zendeudeln@hoby.org with the subject line "DNP – Your Name."

Notes:

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