



Program Director

Job Opportunity

PEPS
PROGRAM FOR EARLY PARENT SUPPORT

Program for Early Parent Support (PEPS) is searching for a strategic and collaborative team leader to be our next Program Director. PEPS is at a pivotal moment right now: having adopted a new strategic direction centered around equity and inclusion, we are poised to broaden our reach and impact through the expansion and adaptation of our basic service model. Specifically, the Program Director will oversee the evolution away from a one-size-fits-all program approach to one that offers families multiple ways to connect and engage, and even expand the PEPS scope to include later stages of parenting. It is an exciting time of change!

We are seeking an effective and inclusive leader who knows how to turn an equity-based vision into strategies, goals, and tactics. They will be an experienced people manager, as well as being highly skilled in program design and program management. They will be a strong relationship builder who is comfortable telling the PEPS story and developing partnerships with organizations and communities in pursuit of shared goals.

The Program Director will be joining a team that is deeply committed to racial equity work and embraces learning, growth, and innovation. At PEPS, you will have the opportunity to work with a strong, knowledgeable staff in a financially sound organization to support thousands of families in our region. As the Program Director, you will champion the critical importance of parent support and social connection for families and be a key player at a transformational time for our organization. Join us!

LOCATION
Seattle, WA

POSTING DATE
October 13, 2021

TIMELINE
Applications submitted by November 11, 2021, will be given full consideration. Interviewing will begin in early November; early applications are strongly encouraged.

SALARY RANGE
\$76,000 - \$90,000

[APPLY NOW](#)

[REFER A FRIEND](#)



PEPS: Our Organization

For nearly 40 years, PEPS has connected new parents through peer-support groups, believing that all new families deserve support and community during what many parents describe as the most challenging transition of their lives. Research shows that good support during this period builds resilience, helps create the bond between parents and babies, and shapes a baby's healthy development. PEPS has provided tens of thousands of families with critical support and connection during the vulnerable weeks and months of new parenthood. We know that when parents break out of isolation and find community, they build confidence to face new challenges, and babies thrive.

Over the past several years, PEPS has been listening to and learning from parents and organizations across the community and reflecting on the places and people we have not served or not served as well. PEPS has largely served communities that are predominantly white and middle/upper income; we have not been a consistent and reliable resource for many low-income communities and communities of color. In 2016, PEPS made an explicit commitment to prioritizing racial equity in all aspects of our work. We began this journey with learning, reflection and analysis: looking at where we've made mistakes and caused harm and where we can do better. We conducted a community assessment and invested in improving our internal policies, practices, programming, and curriculum. In 2019, we incorporated what we learned into our new [Strategic Direction](#). We are well into the process of taking bold action to be an organization that not only lives its values and is accessible to all parents and families, but also one that speaks up and advocates for equitable outcomes in our region.

OUR MISSION

PEPS connects parents to strengthen families and build community.

OUR VISION

- Resilient Families
- Connected Communities
- Equitable Outcomes

OUR VALUES

- Equity
- Innovation
- Inclusion
- Community
- Authenticity

OUR STRATEGIC DIRECTION



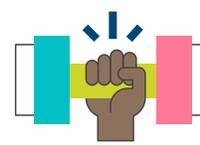
**Grow the PEPS
Reach and Impact**



**Innovate Our
Approach to Parent
Support**



**Advocate for
Equitable Policies**



**Strengthen
Organizational
Effectiveness**

PEPS: Transforming to Grow Our Impact

When the pandemic began in 2020, the critical importance of human connection for all families became even more clear. Rather than derailing our efforts, the events of the past 18 months accelerated many of our plans to transform the program based on our new goals. Here are just some of the changes we have begun to implement:

- Recognizing the additional stress and anxiety faced by expectant parents in a pandemic, we developed and piloted a program for expectant parents in 2020 and launched 'Connecting the Expecting' Groups as an ongoing program.
- We conducted an anti-bias curriculum review with a social justice and racial equity consultant, developed topics such as Race and Social Identity Development, and began offering Leaders advanced facilitation trainings on Race and Social Identity Development and Interrupting Microaggressions.
- We developed PEPS-run affinity groups where parents with children ages 0-3 connect around shared identity. For instance, we piloted groups for LGBTQIA+ parents, single parents, and families caring for children with developmental challenges or disabilities.
- We developed and piloted a program for Parents of Adolescents and teens (PAT) in 2021, which brings the PEPS model to parents facing the new and unique challenges of parenting adolescents.
- We cultivated a variety of partnerships with organizations such as Open Arms Perinatal Services, Mercy Housing Northwest and Sistema Escolar to collaboratively provide peer support for parents in communities that we have historically not served or have not served well both in and outside of Washington State.
- We explored new ways of connecting families virtually through WhatsApp text threads and video calls for families in selected pilot and partner programs, to help address barriers of accessibility, access to internet, and time constraints.
- We strengthened our Group Leader training and support, including the implementation of a learning management system for online training.



In addition to these changes and programs that we have started work on, PEPS has big plans for the future, including informing and activating our broad network of parents on policies that impact families through advocacy, integration and scaling of new programs, bringing our brand into alignment with our mission, vision and values, and developing strategies for growth in collaborations and partnerships. We envision a future with all kinds of ways for parents to connect, support and show up for one another, whatever their unique needs might be. We are committed to continuing learning and innovating as we provide the best possible programming for families in our region.



The Role of the Program Director

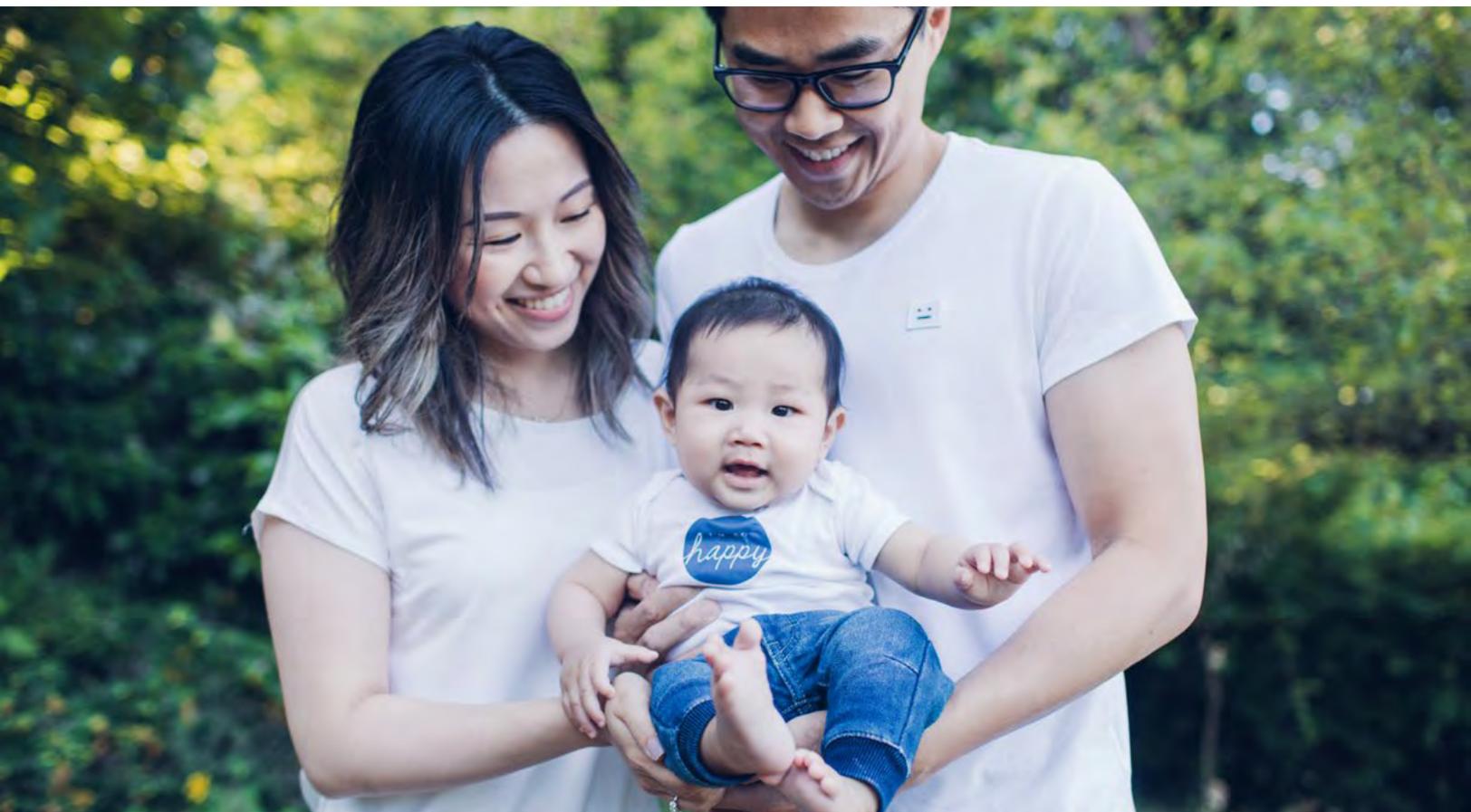
The Program Director will join the team during this exciting moment when PEPS is poised to broaden our reach and impact through the expansion and adaptation of our basic service model. We are moving from being a program with one primary method of service delivery to one with many different components and partnerships, and the Program Director will have an opportunity to drive strategy and vision for this evolution. This includes the roll-out and scaling of our brand-new program for Parents of Adolescents and Teens (PAT), as well as our new Affinity Groups for families sharing identities and parents we are serving in partnerships with other organizations. The Program Director will also play a key role in planning for a gradual and intentional return to in-person services in a way that centers safety and accessibility for all PEPS participants.

In all of this, the Program Director will build on the work that has been done to strengthen programming by centering equity and inclusion and innovate in ways that reflect our mission and values and further our strategic direction and goals.

The Program Director will provide support and supervision to five direct reports: Leader Impact Manager, Partnership Manager, Program for Parents of Adolescents and Teens (PAT) Manager and two Community Connectors. As a PEPS team leader, they will promote a culture of learning and collaboration, and they will be responsible for hiring, mentoring, motivating, and providing professional development opportunities to staff on the Program Team. In addition, the Program Director will be a key member of the Leadership Team, and as such will collaborate with the Executive Director, Communications & Marketing Director, Development Director, and Operations Director to develop and lead implementation of PEPS Strategic Direction and annual plans.

Other essential duties of this position include:

- Ensuring that PEPS programs are informed by current research and trends in the fields of perinatal and early parent support, child and adolescent development. Maintain current knowledge of trauma informed practices.
- Representing PEPS in the community through building and deepening relationships, participating in workgroups and advocacy coalitions, communications and presentations.
- Oversight of the PEPS curriculum and training materials. Manage a team of staff, consultants and partners who collaborate to develop, review and update these materials through equity and trauma-informed lenses.
- Preparation and management of budgets for multiple programs and initiatives. Ensure grant funded program compliance and reporting.



The Ideal Candidate

We seek candidates who are **strategic and visionary** and **have experience effectively translating overarching strategic goals into program strategies, tactics and outcomes**. They will **be bold, creative and flexible**, and will actively demonstrate our organizational values of **equity, innovation, inclusion, community, and authenticity** in the way they approach their leadership.

In addition to a personal commitment to our values of equity, inclusion and community, we seek candidates with **experience building diversity, equity, inclusion and accessibility into strategy, programs, and policies**. Folks with **lived experience in historically marginalized and excluded communities** are especially encouraged to apply.

A successful candidate will be **highly skilled in program design, development, and management**. They will be able to lead with **a spirit of innovation and willingness to try new things, learn, and improve**. They will have strong project management skills and can oversee multiple projects simultaneously. They will have **experience developing and managing program budgets** and an understanding of grant applications, reports, and compliance issues.

We are looking for **an experienced people manager** who has **demonstrated experience successfully leading diverse teams and fostering collaboration and trust**. They will know how to be an inspiring coach and mentor and support professional growth and development in their staff. They will excel at building relationships, considering diverse points of view, and investing the time it takes to be truly inclusive.

This leader will be comfortable and skilled at **getting out into the community, listening, telling our story** and representing PEPS at community events, workgroups and coalitions. They will have **experience developing, maintaining, and growing relational partnerships**.

Previous experience with parent support, child development, early learning or mental health and family support would be a significant advantage, but it is not required to be successful in this role.



Compensation, Benefits, and Working Environment

SALARY: This is a full-time salaried position. The expected annual salary range is between \$76,000 - \$90,000, depending on qualifications and experience.

BENEFITS: PEPS offers a generous benefits package that includes medical and dental benefits, 12 weeks of paid parental leave, short-term disability insurance, life insurance and retirement matching. Medical and dental insurance are offered through Kaiser. Employees enjoy flexible scheduling and a culture of care that values taking time away from work – including 12 paid holidays and a paid office closure every year between Christmas and New Year's. We offer 15 days of accrued PTO and two floating personal days per year for new employees with PTO increases at two and four years and a 4-week paid sabbatical after seven years of employment.

OFFICE LOCATION: PEPS is located in Seattle, Washington with a main office in the historic Good Shepherd Center in Wallingford, adjacent to Meridian Park and the beautiful Seattle Tilth Gardens. There is a satellite office in the Parent Trust building in the Rainier Valley. Both locations have ample parking and are close to public transit.

WORKSPACES AND HOURS: Due to the ongoing pandemic, PEPS is currently operating virtually with staff mostly working from home with the option of using PEPS office space if they wish. When it is safe to come back into the workplace on a more regular basis, we expect that this role will require the Program Director to spend some time onsite meeting with staff, and some time out in the community meeting with partners; the remainder of time may be spent either working from home or in the office, as needed or desired by the individual. Almost all work will take place during the weekdays, although occasionally there is an evening or weekend event or meeting. PEPS believes in a flexible working environment and hours and will collaborate with the Program Director to plan a schedule that works for all.

WORK CULTURE: The PEPS staff and board believe that its success as an organization is based on its unique and supportive organizational culture, which strongly affirms that everyone deserves community, support, and social connection. Our workplace is flexible, welcoming, caring, and fun. Self-care is modeled and encouraged. All PEPS staff members work with a spirit of collaboration within all levels of PEPS and promote a culture of teamwork, wellness, and inclusion.



Commitment to Equity

We believe that all families should have access to a healthy, supported start in life. Knowing that race and ethnicity continue to predict the future life chances of children in our state, we are committed to working with families, partner organizations, and communities to identify barriers to parent support and wellness, interrupt their negative impact, and eliminate the persistent disparities in child outcomes.

PEPS values and celebrates the strengths that diversity brings to the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is one of our priorities.

Black, Indigenous and People of Color and others with underrepresented identities (including, but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, ability and background) are strongly and sincerely encouraged to apply. PEPS is an Equal Opportunity Employer.

How to Apply

Apply using the link: <https://cloversearchworks.recruiterbox.com/jobs/fk0s21x>

Online applications only, please no email or paper submissions. You will be asked to upload a cover letter and resume. In your cover letter, please describe as specifically as you can how your experience, interests, and values align with this position and the PEPS mission, and vision for the future as described in this announcement. Please include which pronouns you use.

Applications received by November 11, 2021, will be given full consideration; early applications are strongly encouraged! All applications will be acknowledged via an email receipt. Consideration will be given to applications as soon as they are received; phone and in-person interviewing will begin in early-November.

Questions regarding this opportunity are welcomed and can be directed to:

Julie Edsforth: Email julie@cloversearchworks.com
or Cell: (206) 979-0514



Clover Search Works is honored to be partnering with PEPS in this search



PEPS At a Glance



Current Staff: 16
Current Board: 11



Number of parents served in 2020: 3,106



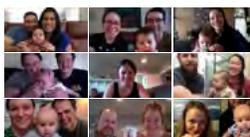
Number of volunteers trained as Group Leaders in 2020: 202



Number of PEPS Affinity Groups offered in 2020: 11

80% of PEPS Groups are led by trained volunteers and selected programs such as our new Program for Parents of Adolescents and Teens (PAT) and Connecting the Expecting and Affinity Groups are led by paid facilitators with lived experience or expertise in the field.

Due to the pandemic all services are currently being offered virtually and staff are working remotely.



Number of PEPS Groups offered in 2020: 259



Current annual budget: \$1.85 million



Number of parents served through partnerships and Network Partners in 2020: 683

