



Job Description

Project LAUNCH Director

Project LAUNCH is a Substance Abuse and Mental Health Services Administration (SAMHSA) funded program designed to promote the healthy development of young children through prescribed activities that advance the social, emotional, and behavioral health of young children within targeted communities. Vision for Children at Risk is leading the initiative in St. Louis City, and our work is based on three key goals:

1. Improve coordination and collaboration across family and child serving systems.
2. Increase knowledge and behaviors of parents of children 0-8 on topics of early childhood development and community resources.
3. Increase capacity of child care and early child providers on topics of early childhood development.

The population of focus is children 0-8 years of age, their parents/guardians, and professional caregivers throughout the City of St. Louis. Project LAUNCH is a 5-year initiative.

Responsibilities:

Summary: Management responsibility for the successful conduct of the project.

- Provide leadership, oversight of all activities, and supervision of all Project LAUNCH staff;
- Provide leadership in all facets of young child wellness efforts, including guiding the establishment of interagency collaborations with other community based, child- and family-serving agencies;
- Ongoing development and providing staff support for the Young Child Wellness Council;
- Responsible for performance reporting, submitting all program data through SAMHSA's Performance Accountability and Reporting System (SPARS);
- Responsible for overseeing the development and implementation of all direct services including outreach, engagement, and referral coordination;
- Responsible for establishing internal project structure, participate in hiring project staff;
- Work with the evaluation team on regular basis;
- Participate in the monthly calls with the Federal Project Officer;
- Attend community meetings on behalf of the Project LAUNCH to build relationships, coordinate services and generate/support referrals; and
- Other duties as assigned by the CEO.

Experience/Qualification/Skills:

- Masters Level Degree with a focus in health and wellness, or child development, or community development or related field;
- Demonstrate knowledge of early childhood development across physical, mental, social, emotional and behavioral domains and related service systems;
- Demonstrate experience in mobilizing service systems, management, and the ability to foster collaborative relationships;



- Understanding of and experience working within the multiple and diverse cultures represented in the population to be served;
- Knowledgeable about the cultural and linguistic background of the population to be served;
- Excellent interpersonal and communication skills in both program and outreach settings, to include active & reflective listening, listening without judgment, and patience;
- Excellent organizational skills with strong attention to detail and problem-solving abilities;
- Drive to make a difference in the life of children and families;
- Independent and self-motivated, able to comply with and enforce deadlines in adherence to project specifications
- Energetic team player with strong ability to work in a fast-paced environment;
- Capable of handling multiple tasks with competing priorities under minimal supervision;
- Able to think critically and exercise independent judgment and discretion;
- Results-oriented and solution-focused with a problem-solving attitude;
- Proficiency with Microsoft Office products;
- Ability to travel throughout Missouri and out of state; and
- Ability to lift 30 pounds;

Benefits:

Benefits include company paid medical, dental, and vision coverage with employee copay; 403B, and life. Accrue 2 weeks of vacation and additional sick time each year.

Salary range: \$70,000 to \$75,000

Send cover letter and resume to ssulaiman@visionforchildren.org

POSTION TITLE:	Project LAUNCH Director
REPORTS TO:	CEO
WORK SCHEDULE:	Full-Time
TRAVEL:	As Needed