



WATCH CDC
Waltham Alliance for Teaching, Community Organizing, and Housing
Community Development Corporation
24 CRESCENT STREET, SUITE 201, WALTHAM, MA 02453
781.891.6689 - www.watchcdc.org

WATCH CDC Job Opening: Program Director

About WATCH CDC: WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at www.watchcdc.org

Job Description: The Program Director provides strategic leadership, staff supervision, and program oversight to ensure high-quality service delivery and alignment with the organization's mission and goals. This is a full-time leadership position responsible for staff management, program implementation, compliance, and cross-departmental coordination.

This is an in person, full- time 32 hours a week position in Waltham, MA. Start date of February 16, 2026.

Job Responsibilities

Staff Supervision & Support

- Supervise, manage, and support the professional development of staff, including onboarding and training of new employees.
- Hold monthly supervisory meetings and check-ins as needed with Program lead staff.
- Facilitate bi-weekly all-staff meetings.
- Complete six-month evaluations for new staff and annual performance evaluations for all program staff.
- Lead staff training as needed and coordinate twice-yearly staff social gatherings.
- Supervise administrative interns.
- Ensure all staff have current, signed job descriptions on file.
- Coordinate with the HR consultant on personnel matters.
- Review and respond to Paid Medical and Family Leave (PMFL) requests.
- Provide recommendations for updates to the Employee Handbook.

Program Management & Oversight

- Monitor ongoing Housing Clinic needs and ensure appropriate coverage when staff are out.
- Supervise Housing Clinic staff and interns.
- Manage or oversee emergency housing cases as needed.
- Manage relationships with external partners and contracted consultants.
- Participate in agency partner collaborative meetings.
- Ensure completion of all required reports and compliance documentation.
- Represent WATCH at funder convenings and external meetings.
- Provide direct support to staff to ensure program milestones and deliverables are met
- Review applications for tenant assistance fund and recommend action.
- Oversee program data collection to meet grant requirements and Board reporting needs.
- Create Salesforce lists and reports to support program staff and organizational planning.

- Annual Meeting: Collaborate with the Director of Operations to prepare invitations, send e-news invitations, develop the program agenda, prepare board election materials, and ensure a successful event.
- Strategic Planning: Work with Executive Director to lead and implement a strategic planning process every three years, incorporating input from staff and clients.

Required Skills and Qualifications

- Five years of experience or more in a Program Director or similar position.
- Experience in customer service or community outreach to a diverse community.
- Strong written and verbal communication skills.
- Proficiency with Salesforce Customer Relationship Management (CRM), Microsoft Office Suite and Google Docs, and experience with data tracking.

Desired Skills and Qualifications

- Interest in and passion for social justice.
- Experience in a non-profit setting meeting community needs of a diverse community.
- Familiarity with the Waltham or Metrowest community.
- Bilingual in Spanish, Haitian Creole or other

Salary/Benefits

The position is a full-time (32 hours a week) with benefits:

- Paid vacation starting at 3 weeks a year, increasing to 5 weeks a year at 5 years of employment.
- Individual health and dental insurance paid at 80% or reimbursed.
- Paid sick time of 12 days a year.
- Employer contribution to 403b of at least 3% of salary per year.
- 13 paid holidays, 2 personal days a year.
- Starting salary for this position is \$70,000 per year. This position is salaried, non-exempt.

Location: The Program Director position is 100% in person (10:00 am - 4:00 pm) at the WATCH Office in Waltham.

WATCH's Approach to Hiring: Recognizing that people bring skills that have been developed outside the scope of a job, we take a holistic approach to recruitment that considers life experience and community engagement, in addition to professional experience. We want applicants to bring their whole selves to this process, and we encourage applicants to share all the ways they think this position may be a fit for them including volunteer experience, involvement in hobbies and cultural activities, and other life experiences that have built relevant skills needed for the position.

Anti-Discrimination Policy: WATCH CDC does not discriminate in hiring on the basis of race, age, color, gender, national origin, disability, sexual orientation, gender identification or religion. WATCH actively encourages people of color, LGBTQIA+, differently abled, and neurodiverse candidates to apply.

Diversity, Equity and Inclusion Priority: WATCH prioritizes diversity, equity, and inclusion and strives to recruit, support, and empower a diverse workforce.

Ability to Work in the US: Due to the limitations of our organization, we are unable to sponsor a work visa. All applicants must be currently approved to work in the US.

To Apply: Please send a resume and cover letter to Brianna Polanco Smith at Brianna@watchcdc.org with “Job Application- Administrative Assistant” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.