

Job Announcement: Executive Administrator, Valley Adult Day Services

Position: Executive Administrator

Location: Porterville, California

Employment Type: Full-time, Salaried Exempt

Valley Adult Day Services (VADS), an Equal Employment Opportunity employer. As a prominent provider of adult day care services in Tulare County, we are seeking an experienced and visionary Executive Administrator to lead the organization. This pivotal role offers a unique opportunity to profoundly impact the lives of older adults and their families in our community by driving programs and services that promote health, independence, and connection. More information go to <https://valleyadultdayservices.org/> or <https://www.facebook.com/ValleyAdultDayServices/>.

Position Overview

The Executive Administrator will be responsible for providing strategic leadership and operational oversight across all VADS programs and services. This role demands a visionary leader who can champion the organization's mission, effectively align resources with strategic goals, and foster meaningful community outreach. The Executive Administrator will also serve as the face of the organization, representing VADS with external partners and stakeholders while ensuring that the highest standards of service delivery are maintained.

Why Porterville, California?

Nestled in the heart of California's Central Valley, Porterville offers a rich blend of history, natural beauty, and community charm. Known for its proximity to Sequoia National Park, Porterville provides residents with easy access to breathtaking landscapes and outdoor adventures. The town itself is characterized by a sparse suburban feel, where most residents own their homes and enjoy access to numerous parks and recreational opportunities. Families thrive in Porterville, benefiting from a strong sense of community and above-average public schools. Its moderate political views and welcoming atmosphere make it an ideal place for both personal and professional growth.

Key Responsibilities:

- Develop and implement the overall direction and vision of the organization.
- Ensure fiscal accountability and alignment with the organization's goals.
- Lead and manage a small, dedicated team, fostering a high-performance culture.
- Oversee licensing compliance and ensure program operations meet California state requirements.
- Collect, analyze, and utilize data to evaluate program success and inform decision-making.

- Act as a liaison to the Board of Administrators, facilitating collaboration and alignment with organizational objectives.
- Drive outreach initiatives to strengthen partnerships and increase community engagement.
- Write and manage grants to secure funding for program development and operational sustainability.

Qualifications

Applicants must meet the State of California licensing requirements and possess the following:

- **Educational Background:** Bachelor's degree in Social Work, Health and Community Services, Recreation Therapy, Occupational Therapy, or a related field.
- **Ability** to meet the state requirements for the licensing.
- **Professional Experience:**
 - A minimum of 2 years of experience in social or recreational programs serving older adults.
 - At least 2 years of supervisory and administrative experience.
 - Direct experience providing and coordinating services for aging, frail, and/or elderly populations.
- **Skills and Abilities:**
 - Demonstrated leadership in building and leading cross-functional, high-performing teams.
 - Strong interpersonal and collaborative communication skills.
 - Proven organizational skills with the ability to manage multiple priorities effectively.
 - Ability to successfully pass a criminal history check and provide a health clearance from a licensed medical provider.

Compensation and Benefits

As a full-time, salaried exempt employee, the Executive Administrator is eligible for:

- **Salary:** \$64,000 a year
- **Paid Time Off:** Vacation, sick leave, and floating holidays.
- **Benefits:** \$200 monthly allocation to offset dental, vision, life, and other insurances after 6 months of employment.
- **Retirement Plan:** 403(b) retirement plan options available.
- **Additional Perks:**
 - Free Family Membership to VADS programs and services.
 - Opportunities for ongoing professional development aligned with career growth.
- **Application Deadline:** Until Filled
 - **First Screening Date** February 19, 2025.

Application Process

If you are passionate about enriching the lives of older adults and possess the leadership skills and experience to drive VADS forward, we encourage you to apply. Please submit your resume, transcripts, and a cover letter detailing your qualifications to jobs@valleyadulthoodservices.org.