

Perinatal Program Director

MAYA Organization is seeking a full-time director to oversee our perinatal support services, including education, mentorship, and doula care. You will be responsible for supervising a staff of ten part-time mentors and doulas, managing data collection and budgetary assignments, and identifying and implementing needed improvements to programming. As a MAYA staff member, you should be familiar with trauma and trauma-informed care, uphold the human dignity of the most marginalized individuals, and display a commitment to racial equity and social justice.

Please refer to MAYA's values, listed at the end of this job description, for a snapshot of our organizational ideology.

People of color and those with direct experience of birth trauma are strongly encouraged to apply.

Qualifications:

- Experienced birth doula (2+ years)
- Experienced community educator (2+ years)
- 2+ years managerial experience
- Experience responding to trauma and/or providing care to victims of intimate partner violence

Skills:

- Organization and time-management
- Managerial and leadership
- Data gathering and interpretation, including the ability to create and direct data gathering methods and contents
- Able to use Apricot or similar client management software
- Supervision and conflict resolution through an equity lens, including the ability to identify and respond appropriately to racial tensions
- Trauma-informed approach to both supporting clients and managing staff

Responsibilities:

- Collaborate with the Executive Director and Director of Civic Engagement to assess and improve programming
- Enrollment and data:
 - Oversee new client enrollment process
 - Ensure that client surveys are administered routinely, and data is entered in a timely and accurate manner
 - Provide monthly reports to evaluate and guide program success
 - Meet regularly with the Executive Director and Development Director to ensure the fidelity of data for grant reporting
- Education and mentorship:
 - Maintain class calendar and manage teacher assignments

- o Ensure that all class documentation is completed in an accurate and timely manner, and that all classes meet MAYA's standards
- Doula services:
 - o Manage doula requests and approvals
 - o Manage doula coverage and assign tasks
 - o Ensure that all documentation is completed in an accurate and timely manner
 - o Participate in on-call rotation for responding to labor calls
 - o Direct monthly "Meet the Doulas" sessions
 - o With the Executive Director, manage the roll-out of expanded doula services for survivors of IPV
- Supervision and program oversight:
 - o Provide case and client review
 - o Review and approve service documentation
 - o Approve timesheets
 - o Meet regularly with the Executive Director for supervision
- Direct service
 - o The Program Director may also teach classes and attend births as needed, but this is not the primary purpose of the position
- Collaborate with the Development Director to create grant proposals and reports, as well as program-related marketing and communications materials.

Hours: 35 hours per week

Pay: \$45,000-\$50,000 annually

Flexible hours, continuing education opportunities, virtual or hybrid work environment

To start November 2024

Please send a letter of interest and your resume with references to admin@mayaorganization.org

MAYA's Values

Our services are accessible.

All pregnant and new parents are welcome to participate in our programs. MAYA requires little to no documentation. We offer services online and in community locations.

Our services are holistic.

MAYA sees parents as whole people with physical, emotional, social, informational, and practical needs. Our scope of practice includes professional and peer support, fact-based information, and practical assistance. Within this scope, we do not limit our services to specific topics or situations.

We are community-based.

Whenever possible, care is facilitated by mentors that live in the same communities as our participants.

Although MAYA provides fact-based information when needed, we do not see ourselves as bearers of information to be handed down to participants. Rather, we provide a community of care in which participants contribute their insights and experiences as equals.

It's not about us.

We recognize that each of us has our own opinions, beliefs, and values, and we can never be completely unbiased. At MAYA, we work to be aware of our own biases so that we can set them aside and focus on the participants' point of view. Our only agenda is to assist participants in making their own decisions that are in alignment with their own values.

We are an anti-racist space.

We acknowledge and talk about racial disparities in birth outcomes. MAYA strives to understand the ways that historical and current systemic racism negatively affect the health and experiences of Black and Brown birthing people. We work actively to center Black experiences and provide culturally-congruent support. We examine the impact that our hiring practices, client interactions, and organizational culture have on people of color.

Our services are trauma-informed.

We understand that traumatic experiences can alter participants' sense of danger and complicate the work of healing, and we work to create a community of safety. Our staff are trained to provide trauma-informed care.

We care about relationships.

Relationships are at the core of our work: relationships with participants, partner organizations, and medical providers. MAYA works actively to build trusting relationships with all these groups because change only happens when we work together.

We believe in human dignity.

MAYA serves incarcerated individuals, people struggling with addiction, and women who have faced abuse and loss - individuals who are often stigmatized, or even dehumanized. We stand against stigma and shame, and uphold the dignity of all people, no matter what their circumstances.

We uphold a woman's right to choose.

Birthing people are the owners and authors of their bodies, and have the right to decide whether to continue, terminate, or prevent pregnancies. MAYA's staff listen non-judgmentally, uphold participants' choices, and are available to accompany them for medical appointments and procedures.