

**Job Title:** Director Casserly House

**Location:** Roslindale, Ma

**Dept.:** Administration

**Status:** Exempt - Full time

**EEO Status:** First/Mid Offs & Mgrs

**Reports to:** CSJ Council liaison (Area Councilor)

**Supervises:** Jesuit Volunteer, 2 Ignatian Volunteers and 25 part-time volunteers

**Position Summary:**

Provide strong and effective leadership for a neighborhood immigrant literacy and support services center, including a morning Adult Literacy program and an after-school program for students in grades 2 - 5.

**Essential Duties and Responsibilities:**

- Responsible for program development, supervision and evaluation of staff and volunteers, operational and fiscal management of all services provided.
- Actively engage and energize volunteers, advisory board members, event committees, alumni, partnering organizations, and funders to support and foster the mission of Casserly House.
- Complete all required program reports, maintain program compliance with the Sisters of St. Joseph of Boston's mission, philosophy, standards, policies and procedures, statistics and monthly budgets
- Manage and promote on-going collaborative relationships with external funding sources and community service leaders to ensure positive interactions with Casserly House
- Represent Casserly House with professionalism at agency functions, legislative and community service events
- Coordinate and participate in community outreach, fundraising, and education activities on behalf of Casserly House and the Sisters of St. Joseph of Boston
- Be a strong advocate for neighborhood quality of life issues, and for the rights of poor immigrants
- Interview and assess potential clients/students in terms of their selection and appropriate placement in Casserly House programs
- Manage the effective usage of the first floor Casserly House space

**Preferred Qualifications:**

- 3-5 years proven administrative and supervisory experience
- Masters Degree preferably in Social Work, Education, Public Administration or Non-Profit Management, or equivalent experience
- Program development and fiscal management experience
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Ability to work effectively in collaboration with diverse groups of people
- Past success working with an Advisory Board, with the ability to cultivate existing board member relationships and effectiveness.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong problem solving and decision making skills, able to set priorities and work without direct supervision, efficient time management
- Bilingual proficiency would be helpful. Cultural awareness and sensitivity to multiple cultures and immigrant issues
- Proficient in computer literacy, Microsoft applications, etc.