



POSITION TITLE: Green Island Neighborhood Center Program Director

BASIC DUTIES: To plan, administer, implement and evaluate neighborhood-based food pantry and case management services; partly funded by CDBG funding from the City of Worcester.

REPORTS TO: Director of Social Services

DUTIES WILL INCLUDE:

- Plan, organize, and supervise the CDBG-funded Public Service programs consistent with annual contractual goals and outcomes specified in the Community Development contract and with agency policies, needs of neighborhood residents, clients, and the community. Ensure compliance with Federal and MA State regulations.
- Maintain record keeping systems and consumer files to include data collection, compilation, distribution & analysis. Prepare regular reports on activities, statistics and achievements of CDBG-funded program. Prepare and send required reports to supervisor and funders.
- Provide direct supportive services and case management services to program clients.
- Oversee operations and coordination of all aspects of food pantry (stocking, cleaning, bagging, and distribution).
- Recruit, train, and evaluate program volunteers necessary to carry out the contractual activities. Adhere to and communicate program policies and procedures to volunteers such as best practices, federal and state program regulations, Privacy and Confidentiality rules.
- Promote agency programs & maintains working relationships/partnerships with neighborhood organizations, groups, residents, clientele, churches and businesses without compromising or interfering with on-site program delivery. Recruit new collaborators.
- Identify, apply for and obtain additional funding and resources when necessary (including writing grants and proposals) to support the Green Island Neighborhood Center.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Experience and/or education in community development, direct social services, case management or related field.
- Bilingual English/Spanish strongly preferred.
- Knowledge of Green Island program service area and neighborhood.
- Valid MA drivers license and access to reliable transportation.
- Ability to work independently with minimal supervision and supervise volunteers.
- Excellent oral and writing skills required, including proficiency with email and software programs such as Microsoft Word and Excel.
- Bachelor's Degree desirable.

To apply, please email resume and cover letter to jvez@friendlyhousema.org

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