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| **PARISHES:** | Our Lady of Mount Carmel |
| **DEPARTMENT:** | Parish Social Ministry |
| **FLSA Status:** | [ ]  Exempt [x]  Non-Exempt |

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| **JOB TITLE:** | **Education and Community Center Director** |

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| **Work Schedule:** | 40 hours a week; requires a flexible and variable schedule, including some evenings and weekends |
| **Reports to:** | Parish Social Minister |
| **Supervises:** | DNA |



**QUALIFICATIONS:**

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| **Education:** | * Minimum of bachelor’s degree in Psychology, Social Work, Marketing, or related field.
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| **Experience:** | * Three years’ experience working in a church agency, nonprofit social services agency or overseeing such work.
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| **Knowledge:** | * Must have qualities such as hospitable, offer encouragement and support and being present.
* Functionally proficient in Windows Operating System and Microsoft Word, Outlook, and Excel.
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| **Summary of Job:** | Responsible for collaborating with the Parish Social Minister. Serve the parish by providing a place to enhance the quality of life for young and old, members of the parish and surrounding community, and promoting involvement, fellowship, and support. Be a welcoming presence to each group and individual who visits the center. |

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| **Essential Duties**: | * Oversees programs, scheduling, activities and events at the Education and Community center.
* Oversees the general care of the center.
* Coordinates advertising of the community center and develop additional programs.
* Responsible for training volunteers and group leaders.
* In charge of events. For example: blood drive, Sunday potlucks as agreed upon with the Parish Social Minister.
* Serves as coordinator of the Community Center Peace and Justice Committee.
* Administers outreach and engagement.
* Grant Writing- Identify, research, and develop new grant opportunities in collaboration with staff.
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| **Other Duties:** | Perform other tasks related to the position described as directed by Supervisor. |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send resume and three references to:**

Ann Ferguson

800 Avila Cr

Pittsburgh, PA 15237

aferguson@mountcarmelpgh.org

412-367-9001 ext: 503

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| **General Skills:** | * **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* **Analytical Thinking** — analyzing information and using logic to address work-related issues and problems.
* **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
* **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
* **Persuasion** — Positively influencing the thinking of other to foster shared understanding and common endeavors.
* **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
* **Service Orientation** — Actively looking for ways to help.
* **Training** — The ability to design curriculum and teach individuals and groups.
* **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
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| **Job Requires:** | * **Achievement** —being responsible for outcomes and results.
* **Administration** — applying management principles including planning, resource allocation, leadership and coordination of people and resources.
* **Attention to Detail** — being careful about detail and thorough in completing work tasks.
* **Confidentiality** — keeping sensitive information in confidence, not divulging classified information regarding staff, parishioners, vendors, etc.
* **Cooperation** — working cooperatively with others (staff, vendors, volunteers, parishioners).
* **Dependability** — being reliable and responsible, fulfilling obligations.
* **Flexibility** — adjusting work schedule to meet the demands of the ministry.
* **Independence** —guiding oneself with little or no supervision and depending on oneself to get things done and meet deadlines.
* **Initiative** — a willingness to take on responsibilities and challenges.
* **Integrity** — being honest and ethical.
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