

JOB OPENING: EXECUTIVE DIRECTOR OF CENTRO CORAZON DE MARIA

Centro Corazón de María, a non-profit center located in Hampton Bays, NY, is seeking an Executive Director. The Center serves the Latinx Community through education, social services and advocacy. We are looking for a fully bi-lingual professional with a degree in education, social work, or a related field who can lead this small non-profit into a new moment for immigrants and for the Center itself. Centro Corazón de María was founded in 2002 by the Religious of the Sacred Heart of Mary, a congregation of Roman Catholic nuns. As the ministry moves into its 3rd decade, the nuns will hand over the work of the Center to a fully lay staff, while continuing underwrite salaries and operating expenses.

Job Responsibilities:

- Monitor the mission, work and capacity of the Center in collaboration with the Board of Directors.
- Direct all aspects of the day-to-day operations of the Center.
- Encourage a spirit of collaboration and trust and teamwork among the staff.
- Serve as liaison with the Religious of the Sacred Heart of Mary, as well as with St. Rosalie Catholic Church where the Center and its programs are housed.
- Oversee the Center's various programs to ensure they are meeting the needs of the community.
- Manage grants in collaboration with designated Board members.
- Develop and monitor the budget. Sign off on disbursement of emergency funds.
- Serve as liaison to partner organizations and local community stakeholders whose focus is public advocacy for immigrants.
- Conduct program planning and create new opportunities, and services as may be needed to meet the needs of the community.
- Assist with the Center's outreach and educational tasks as needed. Manage the Center's social media efforts.
- Performs other duties as assigned.

Supervisory Responsibilities:

- Responsible for the supervision of all Center employees and volunteers.

Qualifications:

- Bachelor's degree in social work, Education, Human Services Administration, or related field is required. Masters degree is preferred.
- Fluency in English and Spanish, including proficiency in writing in both languages is required.
- Seeking a person with a minimum of eight to ten years experience working in a multicultural setting with proven leadership skills.
- Knowledge of and appreciation for the experience of immigrants in order to advocate on their behalf.
- Understanding of immigration issues in the current political context.
- Willingness to engage the immigrant community to participate in the Center's educational and outreach offerings.

- Valid driver's license and clean driving record is required.

Required Skills/Abilities:

- Strong leadership and management skills.
- Ability and comfort level in reaching out and connecting with local community services, schools, businesses, and other organizations to provide opportunities for our clients.
- Excellent verbal and written communication skills.
- Ability to collaborate with others in the community and work well in a team environment.
- Creative problem-solving skills and strong analytical skills.
- Ability to multi-task, prioritize and organize work.
- Ability to be flexible as needed.