

Coalition for Hispanic Family Services

JOB DESCRIPTION

Job Title: Program Director
Department: Bushwick Community Partnership
Reports To: Executive Director
Date Available: Currently Available
Date Posting: January 16, 2019
Deadline to Apply: January 23, 2019

To apply: Submit a resume and cover letter with qualifications to Denise Rosario, Executive Director, at drosario@hispanicfamilyservicesny.org by 5pm on January 23, 2019.

About the Bushwick Community Partnership

The Bushwick Community Partnership is a group of concerned residents, service providers, faith-based leaders, government officials, elected officials and other stakeholders who are creating a community response to the promotion of child safety and child and family well-being.

The Bushwick Community Partnership is funded by the NYC Administration for Children Service (ACS) in order to partner with local communities in key aspects of ACS' work. Community Partnerships are funded to: organize local public and private stakeholders; build capacity to support and stabilize families; and engage them with ACS and other City agencies through coordinated service referral, community-led programs, community awareness efforts, and informing City policy and practice related to child and family well-being.

Coalition for Hispanic Family Services, a provider of child welfare services in Bushwick, contracts with the NYC Administration for Children's Services and hosts the Bushwick Community Partnership. The Bushwick Community Partnership is a program of Coalition for Hispanic Family Services.

The Director of the Bushwick Community Partnership is a dynamic individual with skills in community building, group work, service collaboration and coordination, leadership development and meeting facilitation. The individual will have strong presentation and writing skills and experience with the child welfare or other child serving systems. The ideal candidate will be committed to cultural competence and racial equity and will model effective engagement of consumers of service, community residents, providers of service, government and elected officials and all

other interested parties who seek to contribute to the safety and well-being of Bushwick's children and families.

Essential Duties and Responsibilities:

The following identifies some, but not all, of the key responsibilities of the Director of the Bushwick Community Partnership:

- Establish and support a leadership team with the appropriate skills, knowledge and insights to guide the partnership;
- Ensure alignment of program strategies and community education events;
- Develop and maintain a member outreach strategy to create an active membership, representative of the community and that provides relevant programs and services;
- Serve as the first point of contact as well as spokesperson for the partnership and ACS' community engagement work;
- Maintain strong, long-term working partnerships with stakeholders, including grassroots leaders, faith leaders, service provider's staff and leadership, and government agencies and officials;

- Assist in analysis of process and impact indicators and develop recommendations with stakeholders;
- Oversee the partnership's websites, social media, and other outreach materials;
- Oversee collection and reporting of process and impact indicators for all program areas;
- Identify and implement successful strategies and develop fidelity measures;
- Track and monitor partnership activities and outcomes using organizational tools;
- Coordinate and facilitate monthly BCP meetings;

- Maintain, utilize and contribute to knowledge of developments, trends, and best practices in community-based programs focused on child and family well-being;
- Identify member strengths that can be leveraged to build capacity, such as trainings, quality assurance processes, outreach staff, and linkages to other networks;
- Identify and leverage in-kind donations and pro-bono services to support the community partnership
- Identify and implement external training opportunities to support partnership staff and community partners.
- Train, hire and provide supervision and support to the Community Organizer, the Administrative Assistant and the paid Community Ambassadors;

- Serve as a member of the senior management team at the Coalition for Hispanic Family Services.
- Other duties as assigned.

Qualifications and Skills:

- Master's degree in social work or a related field and at least five (5) years of successful, relevant experience, including three (3) years in a leadership position managing staff in community-based programs engaging children, youth and families. Bachelor's degree with at least seven (7) years of successful relevant experience, including five (5) years in a leadership position managing staff in community-based programs engaging children, youth and families.
- Strong ability to cultivate and maintain partnerships.
- Experience in developing strategic plans to be implemented locally.
- Strong interpersonal and writing skills.
- Strong supervisory skills
- Flexibility to work evening and /or weekends
- Bilingual Spanish preferred.

Salary & Benefits:

We offer a competitive salary and a generous benefits package.
Salary range low to mid \$60's based on experience.