

Casserly House ~ Rooted in Boston, Open to the World

MISSION:

Our mission is to provide learning experiences and caring support services to the multicultural and underserved people of the Roslindale community, allowing them to nurture their individual gifts and potential.

Casserly House is a ministry of the Sisters of St. Joseph of Boston.

JOB DESCRIPTION

Director, Casserly House

The Director is responsible to provide strong and effective leadership for a neighborhood immigrant literacy and support services center, including an Adult Literacy program and an After-School program for students in grades 2 - 5.

Objectives:

- To provide immigration and employment services to immigrant adults in support of their transition into their new environment, the workforce, and to a path to US citizenship.
- To provide an adult literacy program where immigrants who speak, read and write little or no English can receive help and support.
- To advocate for/with our neighbors on issues impacting their everyday needs.
- To conduct an ongoing assessment of needs in the neighborhood and develop appropriate strategies and responses.

Essential Duties and Responsibilities:

Conduct an ongoing assessment of needs in the neighborhood

- 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 (Grant Writing), and education activities on behalf of Casserly House and the Sisters of St. Joseph of Boston – Citizenship support
- 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 and cleaning of the first floor of Casserly House space

Preferred Qualifications:

- 3-5 years proven administrative and supervisory experience
- Master's 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, Google platform, etc.

Please submit resume and cover letter to: marian.batho@csjboston.org