

Program Director of the Father Virgil Cordano Center

Vincent's Ministries, LLC is seeking a full-time (40 Hours per week) Program Director for its Father Virgil Cordano Center. The Program Director oversees all administrative functions and operations of the Fr. Virgil Cordano Center by developing program components and administrative procedures to meet the goals set forth by the Collaborative Board of the Center. Is responsible for implementing approved administrative policies and procedures, networking with community agencies and organizations to promote collaboration, and non-duplication of services where services provided are adequate for the needs of the local community.

ESSENTIAL DUTIES & REPOSNSIBILITIES

- Administratively responsible for providing leadership, planning, management and monitoring the operations of the Fr. Virgil Cordano Center.
- Conducts the intake process for members of the Companionship Club. Provides an orientation to new members of the Club on the responsibilities of Club Membership. Keeps records of all members of the Companionship Club.
- Provides an orientation to volunteers before they begin service at the Center.
- Supervises and evaluates Volunteers in conjunction with the Director of Volunteers.
- Attends meetings pertinent to the functioning of the Fr. Virgil Cordano Center.
- Maintains the calendar and contacts of the individuals staffing the spiritual component of the Centers Human Services.
- Assures adequate and timely availability of supplies for the Center.
- Makes safe and healthy boundaries a day-to-day priority for all engaged in work, volunteering or support of the Center.
- Maintains professional, respectful and peaceful relationships with neighbors in the strip mall.
- Evaluates and maintains a commitment to excellence in all of the Centers' services.
- Ensures that all governmental/agency regulations, licensing standards and/or professional accreditation or certification requirements are met.
- Makes a monthly report to the President of Vincent's Ministries, LLC and Advisory Board as requested.
- Perform related duties, special assignments and projects as required by the President of Vincent's Ministries, LLC.

ADDITIONAL EXPERIENCE

- BA/BS in Social Work preferable
- Good social skills
- Ability to de-escalate conflict
- Strong spiritual belief system
- Flexible
- Committed to working with the poor and homeless

Compensation depends on experience.

EXCELLENT BENEFITS:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance - \$50,000
- Retirement Plan - 403(b) and 401(a)
- Gym Membership
- Paid Holidays - 12 Holidays per Year
- Paid Time Off (PTO)
- Paid Bereavement Leave
- Paid Jury Duty Leave
- Generous Preschool Enrollment Discount at our Center
- EDUCATION REIMBURSEMENT up to \$1,000 per quarter/semester
- JOB SIGNING BONUS - 5% of Annual Salary
- REFERRAL BONUS - \$500 per Successful Job Referral
- TRANSPORTATION BENEFIT - Paid Mileage to and from Work from Home

NO PHONE CALLS OR WALK-INS PLEASE.

Please submit your Cover Letter and Resume to Human Resources via this job posting.

Fr. Virgil Cordano Center is a collaborative ministry of the Franciscan Friars at Old Mission Santa Barbara and the Daughters of Charity at St. Vincent's that is rooted in the Gospel and the Social Teachings of the Catholic Church. Faithful to the traditions of St. Francis of Assisi and St. Vincent de Paul, we provide a place of welcome and support for the human and spiritual well-being of our sisters and brothers in need.