

POSITION AVAILABLE

Outreach Community Ministries, Inc. is an interdenominational, Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title: Director, Warrenville Youth & Family Services

Division: Warrenville Youth & Family Services (WYFS)

WYFS is a multi-purpose community service agency serving the residents of the Warrenville area in Chicago's western suburbs. Programs include Case Management Assistance, Hispanic Outreach, Mentoring, Quest - an after-school/summer-school program for Middle School youth and also houses the Community Counseling Center.

Job Responsibilities: The Director will oversee and assist with the day-to-day operations of programs including staff management and supervision, program development, community development, outcome reporting, oversight of the physical maintenance of facilities and coordination of services between programs. The Director will serve as a community liaison to culturally diverse populations in the Warrenville community. In addition, the Director will collaborate with Clinical Director and staff of the Community Counseling Center.

The Director will handle all financial management of the programs, work with the WYFS Community Board regarding planning, community and church relations, budget development and fundraising activities.

The Director will be a member of the Outreach Community Ministries (OCM) management team to assist in policy development and planning related to WYFS and OCM as a whole.

Requirements: M.S.W./M.A. in Social Work or related field, 5-7 years experience in youth program management, program development, community relations and staff supervision. Experience in community development, case management; sensitivity to the needs of a low-income population. Previous experience providing leadership around issues of cultural diversity. Bilingual (Spanish/English) strongly preferred. Experience in resource development, and in working with community boards, or the capacity to develop those skills is preferred. A commitment to the organization's Statement of Mission and Faith is required.

Status: Full-time management position with evening and weekend commitments.

Salary Range: Salary for this position falls between \$60,000 and \$75,000 based on education, skills and experience.

To Apply, Send Resume to: Heather Smith, Outreach Community Ministries
122 W. Liberty Dr., Wheaton, IL 60187 hsmith@outreachcommin.org

Date Posted: June 24, 2010

Start Date: September 2010

All applicants will be considered without regard to race, color, sex, national origin, age or any other characteristic protected by applicable state or federal civil rights law. OCM, Inc. reserves the right to make faith-based hiring decisions as permitted under Title VII (42 U.S.C. Section 2000e - 1(a))