



Keeping people in their homes and community, since 1977!

Position Title: Assistant Director (AD)

Job Type: Full-Time

Salary: \$80,000 - \$90,000, good benefits package.

Description: Good Old Lower East Side is a community based organization dedicated to keeping people in their homes and community since 1977. GOLES works to build the power of low-income residents through housing and economic justice organizing campaigns, community education, and direct services counseling. We are seeking a bright, energetic and organized individual to join our team. The Assistant Director reports to the Executive Director and oversees the various events, programming, and services. The AD will also work with the Controller to ensure finances are prepared, evaluated and submitted.

Specific responsibilities/duties:

- Oversee all direct service and counseling staff
- Hire, supervise, and train staff in all service and program areas of organization
- Develop a strong relationship and lead strategic engagement activities with community stakeholders including residents, businesses and community-based organizations to support organizational goals
- Create reports, as requested, for approval by the Executive Director
- Serve as a point of escalation for high-level complaints and issues
- Work with staff to identify and address and monitor areas for professional development.
- Programmatic oversight
- Develop and facilitate meetings/programs, and events including special workshops and trainings designed to promote a variety of educational and social justice related topics
- Recruit program guest speakers, trainers and volunteers
- Work on special projects and campaigns as needed
- Maintain client records as well as requisite reporting for funding sources
- Develop and implement participant recruitment and enrollment retention strategies.
- Develop, compile and write communications and promotional literature for distribution such as newsletters, brochures or flyers.
- Other duties as assigned by supervisor

Qualifications:

- Commitment to social justice
- Bachelor's degree in human services, social work, communication or 5 years experience in program management, supportive services, event coordination, training and education.



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- Must have excellent organizational and interpersonal skills, strong written and verbal communication, candidates should demonstrate exceptional customer service skills, acute attention to detail, and the ability to juggle multiple projects under strict deadlines in a fast paced office setting.
- Ability to handle challenging situations in a professional, courteous and friendly manner.
- Capable of working independently and as part of a team.
- Ability to work evenings and weekends, bilingual in Chinese or Spanish preferred.

Candidates should email a resume and a cover letter detailing their interest and qualifications to info@goles.org. Due to the high volume of applications, only candidates considered for further consideration will be contacted. Goles is an equal opportunity employer.