



STATUS: Full-Time, Exempt

SALARY: Commensurate with Experience;
Comprehensive Benefits Package

DIRECTOR OF THE POMONOK COMMUNITY CENTER

Queens Community House (QCH) is one of the borough's premiere social service organizations. Our programs serve residents of all ages, classes, races and ethnicities while supporting the viability of neighborhoods and the borough as a whole. Our mission is to provide individuals and families with the tools to enrich their lives and build healthy, inclusive communities. We are a modern interpretation of the traditional settlement house, bringing to our work current best practices, cost-effective management, innovative leadership, and a passion for social and economic justice. Founded in 1975 as Forest Hills Community House, we have expanded our reach over the years. Today, we provide programs for children, teens, adults and older adults at 25 program sites in 11 different neighborhoods across the borough.

The Pomonok Community Center is an approximately 12,000 square foot community center that QCH operates within Pomonok Houses, a New York City Housing Authority campus in south Flushing. Built in 1952, Pomonok Houses contains 35 residential buildings on with a diverse, primarily low-income population of just under 4,400 residents. QCH currently operates a senior center, an elementary afterschool program, and an intergenerational array of food and nutrition themed programming at Pomonok Houses. QCH's goal is to transform the Pomonok Center into a model settlement house, providing holistic community engagement and human services to support the improvement of the Pomonok community and a better quality of life for residents. This effort is a high priority for the QCH leadership including both the Executive Team and Board, and is intended to serve as a model for deeper community engagement and program integration throughout QCH.

We welcome amazing individuals who have diverse backgrounds and experiences, are inspired by our mission and are highly motivated to change lives. We are seeking a qualified **Director of the Pomonok Community Center** whose primary objectives will be to: 1) Engage residents as leaders in a process of building an integrated, holistic community center at Pomonok, supporting local leadership development via recruitment, training, incentives, sharing, and task assignment, 2) Identify additional programming needed and/or desired at Pomonok, work with residents and other service providers to locate programming on site and/or with the QCH executive team to raise funds to support QCH delivery of additional services, and 3) Manage an increasing integrated service delivery model that promotes, individual, household, and community well-being with measurable progress.

Responsibilities:

- Directly supervise the Director of Food Access and Justice Programs and Family Engagement Coordinator. In partnership with other QCH management team members, jointly supervise the Senior Center Director, After School Program Director, and Office Manager/Maintenance Staff. (The shared supervision structure is designed to make best use of QCH Management Team expertise in serving specific populations, and meeting funder requirements, and to avoid weighing down the Director with too many contract management and other responsibilities).
- Engage residents and community leaders, conduct outreach and attract new participants to activities at the Center, identify needs, interests and strengths of the Pomonok Community.
- Participate in the development of overall outcomes and goals for the center, and track and manage progress towards those goals.



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- Build partnerships with other service providers, and arrange for providers to locate additional services at the Center as appropriate.
- Identify additional services to be provided by QCH and work with the management team to raise funds to support this programming.
- Assure a safe and healthy program environment for staff, volunteers and participants.
- Support communication within and across programs and departments.
- Manage programs with a deep commitment to excellence and to the success of the overall efforts at Pomonok.
- Develop and maintain relationships with partners, community residents, elected officials and other community leaders and institutions.
- Work with fiscal staff/fiscal consultants and other management team members in developing, implementing and managing program budgets and the overall center budget.
- Convene regular leadership meetings for staff and the center and key QCH Management Team members.
- Identify and participate in regular meetings with key community stakeholders (Community Board Meetings etc.) and keep community involved and notified of Pomonok activities and concerns.

Qualifications:

- Bachelor's degree in Management, Nonprofit Leadership, Public Administration, Social Work, or related field preferred; equivalent combination of applicable training and experience may be substituted for education requirements.
- Experience managing community based services.
- Experience with community outreach and engagement, an outgoing, engaging personality type; comfortable interacting with people with a wide array of backgrounds and perspectives.
- Strong communication, coordination, and mediation skills.
- Experience and capacity to manage programs designed to achieve quantifiable performance goals.
- Experience building partnerships with a variety of organizations, a strong capacity to work in, and foster a team environment with shared responsibility.

Additional Details:

This position is available immediately. Queens Community House offers a competitive salary commensurate with experience and a comprehensive benefits package. The benefits package varies by position and may include medical/dental/vision offerings, life insurance, flexible spending accounts, generous time off and a 403b plan. We value health and wellness too and as such Staff can earn generous annual leave and sick days and enjoy most federal holidays. Staff can also take advantage of an array of professional development opportunities, including trainings and learning bits.

Application Method:

We are a passion-led, mission-driven organization – one that looks to continually enrich the lives of our diverse member community. If you would like to join our team, please forward your cover letter and resume, with subject line “Director of the Pomonok Community Center” to mabbate@qchnyc.org or mail to:

Queens Community House

EQUAL OPPORTUNITY EMPLOYER ❖ DRUG FREE WORKPLACE



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Human Resources Department
108-25 62nd Drive
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