



STATUS: Full-Time, Exempt
SALARY: Commensurate w/ Experience

QUEENS CONNECT DIRECTOR

Queens Community House (QCH) is a multi-site, multi-service settlement house that serves the diverse population of Queens through a broad network of programs and services for Children and Youth, Adults and Families, and Older Adults. Our mission is to provide individuals and families with the tools to enrich their lives and build healthy, inclusive communities.

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 **Queens Connect Director** with a strong commitment to youth development to work in our Queens Connect Program. Queens Connect is a collaboration among 4 community based organizations comprised of Queens Community House, Ocean Bay Local Development Corporation, Jacob Riis Neighborhood Settlement House and Sunnyside Community Services. The Queens Connect Director, reporting to the Director of Workforce Development will support all training initiatives intended to develop participant skills and prepare them for the successful entry and acclimation into the food sector to include food service, manufacturing and retail. This position requires flexibility in schedule to meet business demands and travel to multiple locations in Queens.

Responsibilities:

- Responsible for the administration and execution of Queens Connect programming a specialized program targeted at young adult workforce entry into the food sector.
- Oversee the continued implementation and program quality of Young Adult Food Sectoral Employment Project, including participant recruitment, training, placement and follow-up.
- Demonstrate appropriate communication with students, staff, collaborating partners, companies and other stakeholders.
- Develop and maintain relationships with collaborating entities including community colleges, local business associations and key stakeholders.
- Responsible for tracking, completion and timely submission of all program reports relative to this position, including but not limited to participant attendance and progress, funding reports and timesheets.
- Support all recruitment efforts for members of the Employer Advisory Council, oversee meetings and provide subject matter expertise.
- Lead the supervision, training and evaluation of department personnel to include Business Services Specialists.
- Other duties and special projects as assigned.

Qualifications:

- Bachelor's degree in Human Services; Education or Social Work preferred, equivalent combination of applicable training and experience may be substituted for education requirements.
- Minimum of 1-2 years of experience working with youth preferably in a similar setting.
- Experience in facilitating group sessions in community services, leadership and employment opportunities.
- Strong meeting facilitation skills.
- Ability to engage collaborative partners with the organization and with each other.
- Demonstrated ability to adapt to both business and nonprofit environments and leverage the strengths of both.
- Demonstrated attendance and punctuality in meeting required schedule.



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- Excellent interpersonal, organizational, multi-tasking and communication skills.
- Ability to maintain confidentiality and use appropriate discretion.
- Proficiency with various computer programs and willingness to learn new ones.

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 annual leave days, 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 “Queens Connect Director” at queensconnect@qchnyc.org or mail to:

Queens Community House - Queens Connect Program
108-25 62nd Drive
Forest Hills, NY 11375