

UNITARIAN UNIVERSALIST URBAN MINISTRY

JOB DESCRIPTION

Director of Programs

Position Summary:

The Unitarian Universalist Urban Ministry (UUUM) is seeking candidates for the full-time position Director of Programs. The UUUM is one of the oldest social justice organizations in the country, with an extensive volunteer program and the support of an alliance of approximately 50 Unitarian Universalist congregations in Greater Boston. Currently we provide after-school, weekend and summer programming for youth, a domestic violence shelter, a job readiness program, and cultural and educational events. Visit our website at www.uuum.org for more information.

Key elements of the role include:

- Internal management of UUUM programs, which include a domestic violence shelter, job readiness program for DV survivors, and youth programming.
- Supervising program managers and other program-support staff.
- Ensuring programmatic excellence, including setting standards, and tracking outcomes.
- Developing and maintaining partnerships in program fields.
- Working as part of the leadership team.

Reports to: Executive Director & Senior Minister

Specific Responsibilities:

- Support and supervisor managers of afterschool high school program, weekend enrichment program, shelter and job readiness program, as well as additional staff members. Hire and train program managers when those positions open.
- Convene and run staff meetings.
- Sit on the Program Evaluation Committee.
- Assist in identifying funding opportunities, and work with development coordinator to complete applications and reports.
- Implement measurement systems and ensure tracking for outcomes.
- Attend outside, stakeholder meetings relevant to programs.
- Attend board meetings and other organization events as needed.
- Working with the Executive Director, develop vision for programs, and develop synergy between programs.
- Ensure safety policies are followed, and smooth operation and logistics of all programs.

Job Requirements:

- Identification with the mission and vision of the UU Urban Ministry.
- Committed to inclusion and diversity.
- At least 5 years of experience in domestic violence services or youth programming.

- Independent worker with good sense of when to consult with others and supervisor.
- Excellent time management skills
- Experience with contracts and relationships with State and Federal funders
- Willingness to be flexible, and work as part of a team.
- Ability to juggle multiple tasks and perform under pressure.
- Master's Degree preferred.

Schedule:

Schedule generally flexible, but must structure to effectively supervise all programs.

Competitive Salary and Benefits.

To apply, please send your resume and cover letter by Dec 1, 2017 to Rev. Mary Margaret Earl, Executive Director & Senior Minister at mmearl@uum.org