# **Job Announcement – Director of Communimty Initiatives**

CFLS is recruiting for an experienced Director of Community Initiatives

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| Position Title: | Director of Community Initiatives |
| Location: | 305 E Street, NW, Washington DC |
| Reports to: | Executive Director |
| Expected Start: | 7/12/2021 |
| Application Deadline: | 7/5/2021 |

## About Community Family Life Services

CFLS was founded in 1969 as an emergency services center to support citizens returning home from prison or jail. CFLS has grown and evolved to meet the changing needs of homeless and low-income families and individuals and has operated a housing program since 1980. Since January 2015, CFLS has built a one-stop continuum of care providing gender and trauma informed case management to women re-integrating into the D.C. community from three institutions: BOP prison, DOC jail and the city’s only women-focused halfway house.

## Opportunity

Reporting directly to the Executive Director and the primary role will be to develop and manage community initiatives as well as to support our virtual services. Excellent opportunity for dynamic, self-starter who thrives in fast-paced, team-oriented environment.

## Responsibilities

* Oversee and manage the development and implementation of the Computer Kiosk Initiative
* Oversee our virtual services and virtual clothing closet
* Build new community partnerships and manage existing partnerships
* Work as a team with other directors
* Produce program reports and manage program outcomes
* Communicate with funding agencies and submit reports as needed
* Other duties as assigned

## Candidate Qualifications

* Masters degree in social work or computer science with 3 years experience in project management or Bachelors Degree in computer science or social work with five years experience in project management or a combination of both
* Strong understanding of Information Technology
* Understanding of basic program evaluation
* Skill in community organizing
* Ability to work collaboratively, build teams and able to work under stress within defined time constraints.
* Exceptional organizational and problem-solving skills and ability to multi-task
* Strong writing and interpersonal and communication skills
* Strong time management skills
* Strong attention to detail and accuracy
* Ability to work effectively with minimal supervision
* Ability to treat confidential information with appropriate discretion

## Preferred

* Masters Degree with three years’ previous experience working within a nonprofit
* Experience with community organizing, community building or advocacy
* IT background and skills
* Strong communication and written skills

## Benefits and Compensation

CFLS offer a competitive benefit package that includes: Health, dental, vision, 403B, generous annual leave, and competitive wages.

## To Apply

Qualified candidates should submit their resume and cover letter to [redwards@cflsdc.org](mailto:redwards@cflsdc.org)

***Community Family Life Services is an Equal Opportunity Employer.*** *All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, disability status, sexual orientation, gender identity, or any other characteristic protected by law.*