

## Friendship Center Program Director

**Position Summary:** The Program Director will oversee the coordination and administration of all aspects of the Friendship Center's programs, including planning, organizing, staffing, leading, and controlling program activities. This role is crucial for ensuring the quality and effectiveness of the programs, managing volunteers and staff, and implementing a communication strategy for the center.

### Work Schedule:

- 30 hours per week part-time position with standard office hours.
- Program days are Tuesdays and Thursdays.
- Some evening and weekend work may be required.

### Travel:

- Limited travel within the metro Atlanta area.

### Compensation:

- \$35,000-\$45,000 depending on experience

### Responsibilities:

#### 1. Program Coordination and Development:

- Support the continuation and growth of the Friendship Center's programs.
- Evaluate current programs and work with Vicar and Holy Comforter Vestry to ensure adequate resources.
- Build on and improve existing programs to meet the needs of the community.
- Conduct periodic review of quality of all programs.
- Be present on all program days to facilitate a sense of community through engagement and interaction with program participants, volunteers and other staff.
- Supervise and support the gardening and art program directors, as well as van drivers.

#### 2. Volunteer and Ancillary Services Management:

- Recognize, recruit, train and manage existing and new volunteers.
- Organize and conduct volunteer and staff training on best practices for working with the unique needs of program participants.
- Coordinate with other church staff to support the center's activities.
- Coordinate with outside programs that provide services, including interns and social services agencies

### 3. **Community and Partner Engagement:**

- Work with Friendship Center Advisory Board, Vicar, Holy Comforter Staff and Vestry to maintain and cultivate strong relationships with community partners, academic institutions and other churches.
- Host and tour visitors, including potential donors and partners.
- Represent the Friendship Center at community events and outreach opportunities and, where necessary, seek the support of Advisory Board, Vicar and Holy Comforter Vestry to attend such events

### 4. **Communication Strategy:**

- Develop and implement a communication strategy for the Friendship Center in coordination with Holy Comforter.
- Manage the center's social media accounts and website.
- Author and distribute a monthly newsletter.
- Assist with direct mailings and other communication efforts.
- Coordinate community meetings

### 5. **Administrative Duties:**

- Schedule and run meetings with staff and volunteers.
- Update the Vicar, Advisory Board and Holy Comforter Vestry as needed.

### **Qualifications:**

- Bachelor's degree in social work, public health, non-profit administration, or a related field
- Experience in social services or a mental health environment or commensurate experience.
- Ideally, management or supervisory experience, including volunteer management.
- Demonstrated commitment to antiracist policies and practices and to the work of equity, diversity and inclusion.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficient with Microsoft Office Suite and social media platforms.
- Familiarity with guidelines and best practices for human services in a faith-based setting.

### **Preferred Qualifications:**

- Experience working with adults with mental health challenges, those living in poverty and the unhoused.
- Familiarity with email marketing and website content management systems
- Familiarity with cloud computing and calendaring.

### **Reporting:**

The Program Director will report to the Vicar and shall consult with the Holy Comforter Vestry and the Friendship Center Advisory Board as needed.