



Position Title: Director of Men's New Life Program

Reports to: CEO

FLSA Status: Exempt, Salaried

Job Type: Full-Time

Compensation: \$55,000 - \$65,000, commensurate with experience

Work Week: 40 hrs

Job Summary

Reporting to the Chief Executive Officer, the Director of the Men's New Life Program is responsible for the overall daily functions, outcome measurement, and leadership of the Men's New Life Program and the Samaritans Care Men's shelter, a combined 100+ beds. As a director level position, this individual is also a part of the Mission's Senior Team.

This role will occasionally be asked to present at board meetings and speak in churches, etc. on behalf of the mission.

Responsibilities

Essential Functions:

- **Financial Management:** Work with CEO to create, submit, and monitor the yearly budget for departments under supervision. Approve all expenditures within budget parameters.
- Manage 10+ staff, D/A Case managers, Samaritan Care Manager, men's desk team, driver as well as stipend Resident Advisors (RA). Approve timecards, with support from HR to recruit new staff, monitor performance, do yearly performance evaluations, offer guidance/coaching and if needed terminate.
- **Supervisory Responsibilities:** provide supervision and management of staff, program participants and volunteers in accordance with the ECM policies, employment manual and applicable laws. Provide feedback, on a regular basis, to the CEO.
- **Leadership of Team culture and performance—**create and maintain a good working culture among team and residents assigned. Conduct regular performance evaluations for team members.
- **Executive level reporting:** meet regularly with CEO to discuss issues and progress. Occasionally present to Board of Directors.
- **Oversight of programming –** 100+ beds, multiple phases at 3 locations.
 - Ensure all programming is effective and excellent to produce results.
 - Manage instructors, both staff and volunteers, vetting their character and appropriateness to teach/mentor our residents.
 - Oversee treatment meetings in cooperation with the Women's New Life Program Director

- Oversight of curriculum and integration of Mission Tracker database. Ensure all casefiles are secure and that confidentiality is maintained.
- Work in unison with Christian Counseling Associates (CCA). Manage that relationship and care for our residents through that partnership.
- Manage inspections of all dorms and ensure a clean, healthy environment. Work with Director of Operations to get needed repairs done.
- Manage different phases of program from Pre-NLP to 3/4 house, and movement of residents through the program.
- Oversee quarterly graduations in cooperation with the Women's New Life Program.
- Work to use residents on task to fill needed roles in all areas. Ensure that Managers understand role in mentoring residents and teaching them skills related to their area. Meet regularly with area managers team to review and set goals for residents.
- Challenge, mentor, and encourage our men's residents to fulfill their God given potential.
- Manage volunteers in new mentoring program.
- Oversee Manager of Samaritans Care Shelter and the operations, including intake/exit, case management, schedule of men's desk coverage.
- In SC Shelter - Ensure policies are followed, and that security and safety are a priority.

Non-Essential Functions:

- Participate with Grant process, dashboard reporting, and strategic planning.
- Participate in ongoing education as deemed necessary.
- Create new processes when necessary and maintain a culture of excellence.
- Provide spiritual mentoring to staff, program participants, and volunteers within the flow of the operation.
- Be available on off hours, with-in reason, to deal with emergencies in the men's program. Report up the chain as needed.
- Represent the Erie City Mission and the CEO internally and externally in a professional manner.
- Other duties as assigned.

Education & Experience

High School diploma, preferred bachelor's degree in related field or have had the equivalent professional training and successful experience in pastoral ministry, biblical counseling, social work, etc., needed to perform the defined job functions. Five to seven years of leadership and stable work history. Direct experience working with homelessness and addiction is highly preferred.

Skills & Abilities

The person in this position shall have exercised Christian convictions that demonstrate adherence to the Erie City Mission's statement of faith and must endeavor to govern all aspects of life in such a manner as to display conduct consistent with the Erie City Mission statement of faith. The person shall also demonstrate a personal relationship with Jesus Christ, a consistent Kingdom witness, and maintain a courteous, warm, Christ-like attitude in dealing with people within and outside the Erie City Mission.

- This position requires a person who is a proven, capable leader, a problem solver, and has an attitude of service. The candidate should have the ability to form effective working relationships with supervisors, program participants, volunteers, and ministry staff.
- Requires a strong lifestyle of integrity, biblical character, and Church involvement that can mentor men in the program.
- Experience with those experiencing addiction, homelessness, and relevant programming a plus.
- Possess strong administrative skills: working with schedules and monitoring casefiles, class attendance, counseling, and teaching.
- Knowledge of the Mission Tracker software or similar program preferred.
- Ability to develop a management system to monitor the progress of each resident as they grow in the program.
- Strong computer skills, including proficiency with Microsoft Office; Word, Excel, PowerPoint.
- Detail oriented; demonstrating accuracy working with data entry and analysis.
- Excellent interpersonal, organizational, and problem-solving skills.
- Possess strong verbal and written communication skills.
- Ability to speak effectively before groups or employees of the organization.
- Possess a working knowledge of financial budget creation and monitoring.
- Adaptable and flexible to situations and priorities.
- Capable of exercising sound judgment and comfortable in asking questions, when necessary, to maintain the integrity of the department.
- Ability to prioritize work and multitask while adhering to deadlines.
- Personal qualities of maturity, humility, strong work ethic, and a roll-up-my-sleeves attitude.
- Must be willing to sign the Erie City Mission statement of faith and be able to demonstrate a commitment to our mission and goals.
- Must understand and adhere to the Mission's policies and procedures while being safety conscious.
- Must understand that volunteers are to be respected and are donating their time and talents at no cost to the Erie City Mission.
- Work schedule flexibility as determined by changing circumstances.
- Possess reliable transportation, a valid Pennsylvania driver's license with a good driving record and proof of insurance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 25 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with computer screen for long periods of time is required.

Compensation and Benefits

\$55,000 - \$65,000 annually. Competitive salary wages will be commensurate with experience.

Full-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short- and long-term disability
- Paid sick and personal days (9)
- Paid holidays (10)

Other full-time employee benefits include:

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch

To Apply: Interested applicants should submit a Cover Letter and Resume to HR at kbeer@erocitymission.org