



3039 E. 91st Street– Chicago, Illinois, 60617 – 773-734-9181

POSITION DESCRIPTION

Job Title: Director of Community and Safety Programs

Reports to: Chief Program Officer

Department: CP4P

Classification: Regular Full-Time

FLSA: Non-exempt

Date: November 2023

ORGANIZATION SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people, builds resident-based leadership, and serves as a catalyst in creating innovative solutions to improve the quality of life.

POSITION SUMMARY

Claretian Associates is currently in a crucial stage of substantial expansion and is actively searching for a Director of Community and Safety Programs (Director) to assume responsibility for a diverse range of programs. These programs encompass, but are not limited to, the Community Partner 4 Peace Violence Prevention Program, Safe Passage, Neighborhood Network, and Youth Programs. The Director will collaborate closely with our Chief Program Officer, serving as a steward for Claretian's programs. The Director of Community and Safety Programs role will encompass the management of comprehensive community planning initiatives, which include the seamless integration of both existing and forthcoming programs and associated activities. The Director will work closely with program managers and staff to ensure consistent, excellent quality and positive, strategic impact across programs.

MAJOR RESPONSIBILITIES

- In collaboration with program staff, ensure program design and implementation is in accordance with the Claretian mission, values, and core program elements; and addresses community needs.
- Ensure staff engagement, support, and development including regularly scheduled staff meetings, one-on-one meetings with staff directly, and assuring the implementation of programming goals and strategies.
- Responsible for creating and monitoring program budgets.
- Hire, train, mentor, and supervise assigned staff; including recruitment and selection; scheduling and job assignments, counseling/coaching; staff development and training; and

performance evaluation, recommending salary, disciplinary and other personnel actions in accord with personnel policies.

- Balance competing demands, establish measurable goals and hold staff accountable. Elicit the best efforts of staff supervised.
- Establish and maintain defined work plans for each program to support program and staff evaluations. Providing project management for a range of programs and motivating a diverse, entrepreneurial staff. Successfully leads people through change.
- Assess existing programs operating within the organization's neighborhood and identifying service deficiencies and opportunities.
- Collaborate with other organizations and staff engaged in community comprehensive planning citywide.
- Collaborate with CA staff to create a cohesive integration of external programs within CA's overall organizational plan and structure.

QUALIFICATIONS

- Bachelor's degree, preferably in the field of community development, violence prevention and/or social services plus a minimum of 3 years nonprofit experience in a management position or relevant setting.
- Experience leading and managing diversity of people of individuals and large teams.
- A demonstrated entrepreneurial orientation with the ability to work cohesively within an organizational setting.
- Excellent writing and oral presentation skills. Strong computer skills. Spanish speaking strongly preferred. Must be willing to work flexible hours, including some evenings and weekends.
- Proven experience in working with staff and budgets of significant size that are tied to measurable, strategic goals.
- Previous record of accomplishment in designing and implementing social, housing, economic development and/or other related programs.
- Perform other duties as assigned.

COMPENSATION

- Salary range \$65,000 - \$68,000 commensurate with experience
- Includes medical, dental, vision, vacation, and other benefits.

TO APPLY:

Submit cover letter and resume to: careers@claretianassociates.org