



ACTION for BOSTON COMMUNITY DEVELOPMENT, INC.

178 Tremont St. Boston, MA 02111

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PROGRAM DIRECTOR

Joseph M. Tierney Learning Center

Responsible for the on-site administration and management of the Joseph M. Tierney Learning Center. Supervise staff and volunteers to provide high quality services to Old Colony Housing Development families and other South Boston residents to support them in achieving economic self-sufficiency. Provide high-impact interventions, especially for youth and young adults, to promote a significant change in their economic, social and civic lives. Ensure that targeted outcomes and goals for the center are met. Evaluate program effectiveness and implement mid-course changes as needed. Facilitate and build relationships with a diverse group of individuals and organizations including residents, community-based organizations and other public and private partners. Oversee the center's budget, proposals, financial matters and record-keeping. Develop a fundraising strategy to ensure the ongoing expansion and sustainability of the center and its programs. Ensure timely submission of reports and attend meetings each month. Manage any facility issues. Perform other related duties as required.

Minimum of a Bachelor's degree in Social Work, Human Services Administration, Business Administration, Public Policy or a related field required. Advanced degree preferred. Must have at least five years of experience in program planning and operations, human services administration, and/or community organizing and outreach. Successful track record in managing organizations/programs, building partnerships or developing programs in youth development, workforce development or case management required. Must be able to work independently and possess leadership abilities to create a vision, design and manage a process for program development, engage people of diverse backgrounds and facilitate community relations. Must be able to leverage resources and fundraise as needs or opportunities arise. Familiarity with Boston's low-income communities and issues related to housing development preferred. Familiarity with South Boston strongly preferred, with a passion for making a difference in the community. Must be able to work some evenings and weekends as needed. Excellent interpersonal skills required. Bilingual skills a plus. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

***All applications and inquiries should be directed to the Human Resources Department,
178 Tremont St. Boston, MA 02111, Fax: (617) 423-7693, or email hr@bostonabcd.org
Please visit our website at www.bostonabcd.org for additional employment listings.***

ABCD Inc. is an equal opportunity employer actively seeking applications under its affirmative action program.