



CARECEN

Central American Refugee Center

The Central American Refugee Center (CARECEN) is a non-profit that has served the immigrant community on Long Island for four decades through legal services, community education and advocacy. We seek a dynamic, experienced leader to serve as Community Programs Director. The Community Programs Director position is a full-time, salaried, exempt position.

Overview of the Role

The Community Programs Director will oversee CARECEN's community education and social services programs by supervising a team of community program staff, managing program data, supporting volunteer and intern activities, building community partnerships, and assisting with program evaluation and grant reporting. The Community Programs Director will serve as a thought partner on the leadership team of CARECEN, contributing significantly to CARECEN's mission, vision, and strategic goals as one of Long Island's foremost immigrant services organizations.

Primary Duties

- **Leadership**
 - Serve on CARECEN's team of directors, offering insight and vision for CARECEN's work for immigrants on Long Island
 - Lead the strategy and execution of programmatic development and maintenance for broad non-legal services offered by CARECEN
 - Supervise program leaders and staff, to include:
 - Community Educator
 - ESOL Program Coordinator
 - Immigrant Resource Coordinator
 - Lead Social Worker, Team Supervisor
 - Job Coach
 - Community Programs Associate
 - Coach and support program direct staff as they develop and execute excellent programs and achieve program deliverables for the immigrants on Long Island
 - Collaborate with various CARECEN central and legal team members to ensure cross departmental coherence

- **Reporting & Administration**
 - Coordinate, track, and provide program data for grant reporting to Executive Director and grantors
 - Evaluate programs to ensure programs continue to meet community needs and grant deliverables effectively
 - Attend and lead various staff meetings; provide updates on issues affecting community programs and their constituents
- **Program Development**
 - Apply strategy, creativity, and design thinking to CARECEN's vision for community programs
 - Coach community programs team members in developing meaningful, high quality, and engaging online or in-person educational opportunities through workshops, classes, and similar activities
- **Relationship Management**
 - Expand CARECEN's network of community partners within the region
 - Build and/or maintain relationships with current and potential funders and stakeholders that advance Community Program development
- **Other duties as assigned**

Qualifications

- Proven experience in supervisory roles and leading teams
- Proven experience in successful project management, program development, start-ups, or similar endeavors
- Highly organized and strategic in recordkeeping, data tracking, and analysis
- Competent in Microsoft Office 365, Google Suite, and other cloud-based software
- Innovative visionary and systems thinker
- Bachelor's degree, Master's Degree, or commensurate experience
- Fluency in English required; fluency or professional Spanish preferred; fluency in other languages a plus

Home Office: Hybrid / based out of CARECEN's Hempstead and Brentwood offices

Compensation:

- \$65,000 - 85,000 annual salary
- Full medical, dental, and vision insurance (up to \$950/month employer-paid premiums)
- 21 PTO days, 5 health/wellness days and generous holidays each year
- 401(k) matching

- Life insurance
- Disability and paid family leave insurance
- Transit/commuter benefits
- Staff-selected, employer-paid professional development opportunities

Supervisor: Executive Director

How to Apply: Email a detailed cover letter explaining why CARECEN and this job would be a great fit for you, a resumé/CV, and three (3) references to jobs@carecenny.org with “Community Programs Director Position” included in the subject line. Applications will be reviewed on a rolling basis until the position is filled.