



EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: CPP Director
Department: Early Education
Reports to: Director of Early Childhood Education
Hours: Full-Time

Position Summary:

The Community Partnership Program (CPP) in East Harlem will organize local service and civic organizations and community residents to provide primary prevention networks and resources for the benefit of the community. Key components of the CPP are to: build partnerships, coordinate service referral and utilization, build community capacity and social capital support, community knowledge sharing, and collaboration with ACS and other city agencies. The Director will supervise all services offered by the Community Partnership Program, ensuring professionalism and compliance with agency policy and contractual commitments. While there is an existing CPP network in East Harlem, the Director will be responsible for building out a new model for collaboration, community engagement, and service delivery.

Responsibilities:

- Directly supervise Community Organizer and Community Ambassador Staff.
- Build strong relationships with current CPP members and recruit new members to CPP network.
- Work with CPP Board to further create a governance team with appropriate skills.
- Design and implement outreach and service delivery efforts that reach the East Harlem community.
- Organize and facilitate monthly meetings and work group activities of the CPP network.
- Organize monthly trainings for community members and service providers on best practices in youth and family development and community development.
- Develop and implement staff training that is conducive to the learning needs of staff and responsive to service delivery and advocacy in the community.
- Implement agency policy and procedures.
- Maintain community outreach in designated community district in order to enhance services and maintain program impact.
- Oversee program evaluation and quality improvement activities in coordination with Program Evaluation and Planning.
- Lead the analysis of process and impact indicators, while developing recommendations with stakeholders in coordination with Program Evaluation and Planning.
- Monitor program budget.

- Ensure all Administration for Children’s Services (ACS) contract obligations are met.
- Represent agency on relevant internal and external coalitions, committees, and workgroups.
- Ensure physical site is maintained in accordance with agency standards including the coordination of space, administrative, and supervisory coverage.
- Perform other responsibilities as assigned.

Qualifications:

- Bachelor's degree required. Master’s Degree preferred.
- Self-starter, creativity and innovation a must.
- Must have 5 years of advanced supervisory experience and experience living or working in East Harlem community.
- Must be able to work some evening and some weekends.
- Must have strong administrative, community organizing, planning, and social work skills.
- Bi-lingual Spanish; verbal and written competencies.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:
earlychildhoodcareers@unionsettlement.org . Please indicate CPP Director in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER