Director of Children and Families (C&F Director)
Job Description

EFFECTIVE DATE: March 1, 2020
SALARY: $40k to $50k, dependent on credentials
SCHEDULE: Mondays-Fridays, hours dependent on programs
EMPLOYEE CATEGORY: Full Time, Regular, Exempt
SUPERVISOR: Reports to Executive Director

MISSION:
ACCESS seeks to empower Chinese immigrant families with a holistic Christian approach. The Children’s Enrichment Programs are committed to providing holistic care for each child and family through high-quality programs and events.

POSITION OBJECTIVE(S):
The Director of Children and Families leads the vision and planning for all aspects of the Children and Families Branch of ACCESS, focusing on the children’s Enrichment Programs. The C&F Director ensures all children’s programs are in compliance with the Department of Early Education and Care licensing policies.

PROGRAM PLANNING, DEVELOPMENT, AND EVALUATION
- Short and long-term planning for the nature and content of EP (Enrichment Program),
- Develops an outcome measurement system and uses evaluation data to fine-tune C&F programs
- Develops the agency’s family life ministry and programs, including programs from Boston Public Schools Parent University and Tech Goes Home
- Takes the initiative in writing grants and other fundraising methods to secure funding for C&F programs
- Plans and participates actively in the agency’s fundraising events

VISION SHARING, NETWORKING AND COMMUNITY RELATIONS
- Leads the vision and mission development and progress of C&F, in tandem with ACCESS’ overall vision and mission, working with the Executive Director
- Raises support by developing, maintaining, and regularly updating a list of supporters, both financial and spiritual, (individual, corporate, and churches) for C&F programs
- Prepares periodic reports highlighting program needs and accomplishments to be shared with the agency’s support base
- Maintains and develops relationships with other community agencies and partnerships in Chinatown and Greater Boston
PROGRAM MANAGEMENT

- Prepares and manages an annual budget for C&F programs and ensures their solvency
- Manages government contracts and grants for C&F programs, including Department of Early Education and Care (EEC) licensure, EEC Contract, and Voucher Contracts and ensures compliance with EEC policies.
- Secures supplies, equipment, and physical space for classes and parents’ meetings
- Maintains accurate financial, enrollment, and attendance records
- Oversees the day-to-day operations of the EP program:
  - Selects curricula and develops activities that incorporate Bible stories and celebration of Christian holidays
  - Makes decisions on admission, disciplinary measures and/or dismissal of students
  - Develops and maintains open communication and positive relationships with parents, children’s day-school teachers, and administrators
- Maintains and expands the family life ministry
  - Provides (or recruits volunteers to provide) services that build relationships with parents in all ACCESS’s programs and promote healthy family life
  - Shares knowledge of parenting resources and events in the community with ACCESS students and parents
  - Acquires Christian and secular audiovisual and print resources for the Family Life Library, and encourages use by parents and staff

STAFF AND VOLUNTEER DEVELOPMENT

- Recruits, evaluates, promotes, or terminates staff and volunteers
- Supports the spiritual development of staff and volunteers through organizing regular prayer/devotional meetings; models and encourages the ongoing implementation of a holistic Christian ministry approach
- Supports the professional development of staff and volunteers through such means as orientation, supervision, staff meetings, in-house and outside training, and feedback on performance
REQUIRED QUALIFICATIONS

- Excellent interpersonal skills and demonstrated leadership abilities
- Passion for the mission and goals of ACCESS
- Bachelor’s degree in education, human/child development, management, or related field
- Experience teaching in an after-school or summer program for school-aged children, or a comparable setting such as elementary school
- Commitment to working with diverse populations
- Strong oral and written communication skills in English
- Aptitude for working with figures and ability to understand statistical charts
- Familiarity with Microsoft Office and Google Suite
- Active membership in a local church, knowledge of Biblical teachings and a lifestyle consistent with Biblical teachings

PREFERRED QUALIFICATIONS

- Budgeting and financial management experience
- Skills in grant application, implementation and reporting
- Chinese language skills, especially spoken skills in Putonghua (Mandarin) and/or Cantonese or Toishanese; written skills in Chinese
- Experience with fundraising
- Experience with parenting education, parent counseling, or equivalent experience
- Master’s degree in education, a human services field (e.g., social work, counseling) or public administration
- Direct service experience with immigrants and refugees in the United States and knowledge of Chinese-American history and culture

APPLICATION INSTRUCTIONS

Please send a cover letter and your most updated resume to Executive Director Pasang Drolma at ed@chinatownaccess.org. Please be prepared to provide at least two references’ contact information as well.