



Job Title: Director of Community Services

Program/Grant Category: Program Director

Position Reports to: President & CEO of United Way of Greater Plymouth County

Work Schedule: Flexibility in work week schedule required, evening or weekends as needed

Classification: Full time, Exempt

Summary: This key leadership role is responsible for the management of multi community programs offering multi-cultural parenting programs, support groups, children's activities, consumer services, information and referral resources for families and children in the greater Brockton and greater Plymouth County area. This position is responsible for compliance with contracts and the proper development and implementation of workplans that include Massachusetts Department of Children and Families, Massachusetts Attorney General's Office and the Plymouth District Attorney's Office (PCDAO). The current responsibilities include, but are not limited to, the oversight and successful operation of the Family Resource Center, Community Connection of Brockton, the Greater Brockton Local Consumers Program, and the Drug Endangered Children Initiative. These initiatives connect parents and children with each other and the community, coordinating services for families within the community, and giving voice to parents needs within the community.

Essential Functions:

- **Government Contract Compliance:** Ensure compliance with all requirements of state contracts with Massachusetts Department of Children and Families, Massachusetts Attorney General's Office, Plymouth County District Attorney's Office, and other public and private funding sources.
- **Budgeting & Financial Reporting:** Develop and oversee budgets oversight, planning, and implementation of all funded contracts, projects, and grants.
- **Operationalize Community Services:** Develop, implement, and maintain accessible and effective resources to convene the families, local services providers, community leaders and volunteer for optimal services, including but not limited to, informational, referral and educational programs and services for families and children to assist in the prevention of child abuse and neglect.
- **Strategic Planning:** Develop, implement, and monitor the progress of a strategic plan and action plans for all community contracts and program initiatives.
- **Staff Development & Accountability:** Recruit, train, develop, and supervise program staff to carry out program goals. Create an atmosphere within the coalition that fosters the development of strong, effective teams, empowers parent leaders, staff and other volunteers through training opportunities and engages them in decision making. Holds the team accountable for the goals and results embodied in work and action plans.



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- **Community Coalition Building & Networking:** Develop constructive and mutually beneficial connections with parents, youth, local service providers, community leaders, and other community stakeholders.
- **Other Essential Duties:**
 - Convene and/or actively participate in collaborative efforts to address gaps in local services for families and children with every effort to bring out the voice of parents in the greater Brockton area.
 - Oversee the day-to-day activities and logistics of the Family Resource Center and Community Connections of Brockton and all related programs
 - Prepares and maintains records, data, and reports as required by UWGPC, the state principal purchasing agents (DCF, AGO and PCDAO), coalition members and other private funding sources related to services provided.
 - Provide training and encouragement to parents and other community stakeholders to advocate effectively at the local, state, and/or federal level of government.
 - Conduct innovative and motivational presentations to the community regarding the work of Community Connections of Brockton and the Family Resource Center.
 - Participate in local, state, and federal associations that promote the mission and values of Community Connections of Brockton, UWGPC, DCF, AGO, and PCDAO.
 - Attend statewide meetings and trainings as required.

Skills:

- Record of leadership and ability to influence a broad network of community partners.
- Highly advanced program development and financial management abilities, including the development and operationalization of budgets.
- Excellent organizational skills.
- Strong interpersonal/relational skills.
- Strong computer skills with a solid knowledge of word processing, spreadsheets, and data management software.
- Extensive staff supervision and professional development skills.
- Ability to think strategically and make decisions based on effective risk assessment and analysis of return on investment.
- Accomplished writing skills.
- Motivational public speaking skills.

Education and Experience:

- Bachelor's Degree in Social Work, Community Organizing, or a related human services field is required. Master's degree in Social Work or a related field preferred,
- A minimum of five years staff supervision experience required
- Multi-lingual language preferred, multi-cultural sensitivity required.



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- Experience in community coalitions development and working with an engaged Advisory Board
- Grassroots organizing training and/or experience required.
- Grant writing experience preferred.
- Relevant lived experience considered.

Physical Demands:

- Able to lift-up to 30 lbs.
- Moving tables or chairs to set up for presentations or activities.
- Carrying boxes of supplies or fliers for programs.

Other Requirements:

- Valid driver's license
- Access to a vehicle
- Some travel is required

Accepting resumes and cover letters through 01/20/2023
Attention Dennis Carman, President & CEO
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