

APRIL 2018

Job Description for Executive Director
St. Elizabeth's Jubilee Center

The St. Elizabeth's is a non-barrier program serving all those in need, on average 175 individuals/families weekly, many of whom are immigrants and refugees for whom English is not their primary language.

A Jubilee Ministry is a ministry of joint discipleship in Christ with poor and oppressed people, wherever they are found, to meet basic human needs and to build a just society.

St. E's derives its name from St. Elizabeth of Hungary who committed her life to serving the poor and the sick. The Center began its ministry in 2001 and was housed in several different locations before finding a home at St Luke's Cathedral in 2007. It is a program of the Diocese of Maine.

The Center operates with the help of a volunteer Executive Director, a number of community volunteers, and volunteers from eight supporting Episcopal congregations. In addition, there is a board of directors comprised of a representative from each of the supporting congregations as well as three at-large directors selected from the community volunteers and supporting congregations. It is supported by direct donations of dollars and goods such as bar soap, toilet paper, diapers, clothing, towels, bedding and other household items.

The successful candidate will have demonstrated the following attributes:

- A generous and open heart
- Organizes effectively to manage many moving pieces of the center
- Treats all persons with respect
- Communicates effectively both verbally and in print
- Capable of resolving conflicts that arise by making decisions and solving problems

The Executive Director of St. Elizabeth's is appointed by and is responsible to the Bishop with the following responsibilities. Approximately eight – fifteen hours per week should be dedicated to this position to accomplish the following:

- Oversee the administrative needs of the Center, i.e., St. Luke's annual report, center correspondence, grant writing, etc.
- Attend board meetings as a non-voting member, working with chairperson to set meeting agenda
- Conduct periodic meetings of operations staff. Manage a network of volunteers
- Secure financial support for the Center including diocesan and parish contributions as well as foundation grants and gifts from individuals, maintaining relationships with centers, schools, local companies, and individuals who contribute regularly
- Integrate of the work of the Center with the outreach work of the Diocese and with the community at large. Foster a sense of Asset Based Community Development with the board, volunteers and neighbors involved with the Center
- Collaborate with Cathedral Dean and staff to assure a positive relationship with the Cathedral
- Liaison amongst Diocese, Cathedral and 8 supporting churches.

The Executive Director will oversee the weekly operations of the Center with the following responsibilities:

- Line up, and support with training, volunteer teams from the supporting parishes assuring their security and positive experience while volunteering
- Oversee the smooth operation of the Center each Tuesday: assuring center is staffed and stocked for each weekly opening
- Oversee paid part-time staff for weekly set-up and take down of center
- Work with representatives and classes of students from area schools to assure their security and positive experience while visiting the Center
- Maintain records of the numbers and demographics of those served by the Center to use to support fundraising efforts

The Executive Director is supported by a team of regular volunteers and one paid part-time staff member by assuming the following responsibilities:

- Maintain supplies of laundry detergent, bath soap, toilet paper and diapers along with the sandwich and trash bags used in distribution. This includes both shopping or ordering product and organizing delivery.
- Package above supplies for distribution.
- Center correspondence: thank you notes, center donation needs and church volunteer schedules.
- Initial set up, take down and sorting of donations for Tuesday mornings.
- Gather, organize, and store specific items for distribution in a fair and orderly manner. This includes winter coats, boots and cooking utensils.