



### Job Announcement

<b>Position:</b> Director of Housing, Energy, Food and Employment Services	<b>Department:</b> Housing, OHEP, Emergency Food, and Employment Training Services
<b>Location:</b> Hughesville	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 16	<b>Compensation:</b> \$60,000 - \$85,000
<b>Weeks Worked:</b> 52	<b>Work Per Week:</b> 40 + hours Monday – Friday, some evenings/weekends
<b>Opening Date:</b> September 23, 2019	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** The Director of Housing, Energy, Food and Employment Services reports directly to the Deputy Director and is responsible for program management and targeted agency operations oversight, planning and evaluation, resource development, external communications, budgeting, personnel management, program expansion, etc. Conducting workshops and training for customers is involved. Managing customer satisfaction surveys and complaints. Responsible for oversight of the Housing Counseling, Office of Home Energy, Emergency Food, and Employment Training Services. Responsible for outreach and recruitment activities for all programs.

**Summary of Requirements:** *Bachelor's Degree* in Social Work, Public Administration, Business Administration, or human services related field and a minimum of five (5) years of experience in a senior executive level position is required. However, in lieu of degree, seven (7) years of experience in a senior administrative level position may be substituted. A strong working knowledge of the Community Action Agency, Energy and Housing networks is preferred. Two-five years of experience in the management of federal and state grants required. Nonprofit sector experience necessary. Possess a demonstrated successful track record of executive level agency oversight. A strong background in program management, personnel management, and community engagement required. Other experience requirements include resource development; grants management oversight of major programs; budget, planning, effective working relationships at the federal, state, regional, and local governmental levels; excellent written, verbal, and technology-driven communication and presentation skills; public speaking; and effective team-based leadership.

Working knowledge of Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and generate reports. Requires an ability to maintain confidentiality at all times. Ability to work independently, plan, exercise judgement and critical thinking, organize and prioritize assignments to meet deadlines and complete tasks in a timely and accurate manner. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions. Possess communication skills to effectively and professionally convey information using tact and diplomacy with internal and external community. Clearly demonstrated team-building skills to establish and maintain good working relationships. Knowledge of budget planning and preparation. Writing and grammar skills to independently draft correspondence pertaining to the operations, policies, and procedures of various subject matters.

<b>Applications Accepted By: Mail and Online</b>	
<b>Mail to:</b> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<b>Online at:</b> <a href="http://www.smtccac.org">www.smtccac.org</a>
<b>Required Documents:</b> The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. <b>Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.</b>	

*This document serves as the announcement for the position. It is not the Job Description.*

*An Equal Opportunity/Affirmative Action Employer*