THE OPENING WORD PROGRAM

POSITION: Executive Director

POSITION DESCRIPTION: As a Sponsored Ministry of the Sisters of St. Dominic of Amityville, NY, the Opening Word, is a tri-site, tuition-free literacy program for women primarily residing in Suffolk County and receives oversight from Western Suffolk BOCES. The program offers educational services at all levels of ability and also provides job development, post-secondary education, and citizenship preparation activities. The program has a small paid staff and is primarily supported by volunteer instructors. Enrollment approximates 300 students.

The Executive Director is responsible for the overall operation of the program to ensure it succeeds in its goals and objectives. The Executive Director, assessed yearly by the Board of Directors, is hired for a three-year term with the possibility of re-appointment. In addition to the academic aspects of the program, the Executive Director oversees the State-mandated testing program, fiscal management, collaborations with outside agencies, grant and research activities, and sustainability efforts.

The Executive Director is responsible to the Ministry’s Board of Directors and the Leadership of the Sisters of St. Dominic, Amityville, program personnel and professionals dedicated to the continuance of the program which is now in its 26th year.

QUALIFICATIONS

Minimum qualifications: A Master’s degree in Education, NYS Permanent Certification, with a minimum of five years’ experience in administration or in an educational or non-profit program; mentoring experience, in-service training, and similar workshops offerings to further both paid and volunteer instructors.

Preferred qualifications: Affiliations with post-secondary organizations or associations; direct supervisory experience of a multi-departmental operation; and familiarity with TESOL community.

SALARY: $80,000 (benefits not included, from Aug 1 through June 30.

APPLICATION PROCESS: Send electronic cover letter and resume to:

Search Committee: Sister Elaine Jahrsdoerfer OP ejliturgy@amityop.org
OR Sister Peggy McVetty OP mmcvettyop@amityop.org

APPLICATION DEADLINE: August 1, 2018