



Director of Adult & Immigrant Services

Job Classification: Full time Exempt

Salary Range: \$83,000-\$86,000

Reports to: Associate Executive Director – Youth, Family, & Immigrant Services

SCS currently operates on a hybrid model with three days in the office, and two days remote. This is subject to change.

Position Overview

The Director of Adult and Immigrant Services will provide leadership and direction to the Adult & Immigrant Services Department which includes: ESOL classes, Community Engagement, Community Resources, and Immigration Legal Services. This department is ever evolving to be responsive to needs of community members with a goal of empowering a largely immigrant population with support, including promoting language acquisition, and facilitating integration into the community. This role currently provides direct supervision to a Community Resources Program Director, an ESOL Program Coordinator, an Immigration Paralegal, and specialists in our College Savings Access program. The role requires a strong commitment to community-based work, effective people management, an entrepreneurial spirit, and a passion for social justice.

The Director will:

- Provide programmatic leadership, inform strategy, and administrative direction;
- In conjunction with senior management, develop an annual budget and operating plan to support programs;
- Collaborate with the development team to produce proposals for service and funding expansion;
- Build staffing capacity and support staff, and manage staff and interns;
- Collaborate with other departments and programs at SCS to ensure coordination and alignment of services;
- Collect and analyze data on program outcomes and performance, using this data to inform program improvement

Position Responsibilities

1. Program planning and implementation
 - Oversee ESOL Program development, planning, and implementation. This includes student recruitment and enrollment, staff supervision, and reporting.
 - Oversee Community Resources program development, planning, and implementation. This includes developing outreach strategies and processes to efficiently and effectively screen and provide services to clients.
 - Support Immigration Legal Services in partnership with a community partner. This includes collaborating on strategy, providing administrative support to Immigration Paralegal.
 - Oversee College Savings Access program including supervising three staff members and providing support on strategy and program delivery.
2. Financial Management:

- Manage budgets of the above programs, including forecasting, tracking expenditures, and producing reports. Manage financial relief funds to individuals experiencing emergencies, ensuring proper allocation and compliance with internal and external regulations.
 - Identify funding opportunities and participate in grant writing and fundraising efforts to support program sustainability and expansion.
3. Partnership and Collaboration
- Establish and maintain partnerships with community organizations, government agencies, and stakeholders to enhance service delivery and promote collaboration.
 - Represent SCS at relevant meetings, events, and conferences.
 - Engage in inter-organizational collaboration to promote shared goals and maximize community impact.
4. Staff Supervision & Development
- Recruit, hire, and provide leadership to AIS team, promoting a strengths-focused approach and fostering collaboration and excellence.
 - Conduct ongoing performance evaluations, provide mentorship and professional development opportunities for staff members.
 - Participate in professional development opportunities and stay current on best practices in adult education, case management, immigration legal services, and community engagement.

Qualifications:

- Bachelor's Degree or equivalent work experience in the nonprofit program management field
- At least five years' experience in nonprofit social services and two years of supervisory experience
- TESOL certification and at least one year of ESOL instructional experience
- Strong leadership skills with a track record of effectively managing teams and promoting an inclusive work environment.
- Excellent communication skills and ability to tailor communication for different audiences such as staff, clients, funders, and other stakeholders.
- Demonstrated ability to manage budgets and grants, including tracking towards and reaching contractual goals.
- Proficiency in languages like Spanish or other languages commonly spoken by the immigrant population in Western Queens (preferred)

Benefits Package

- Comprehensive medical, dental and vision insurance
- 403(b) retirement plan with employer contribution
- Flexible spending account and transit check
- Employee Assistance Program
- Ten paid holidays
- One sick day per month
- 20 vacation days per year
- Six personal/floating days
- Life insurance
- Long-term disability

How to Apply: E-mail a cover letter and resume to jmiranda@scsny.org Please use the following subject header template: "Director of Adult & Immigrant Services"

All positions at Sunnyside Community Services are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/ sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported. Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about Sunnyside Community Services, please visit the website at www.scsny.org

Equal Opportunity/Affirmative Action Employer