

Job Description

Title:	Assistant Site Director	Full-Time/ Part-Time:	Full-Time
Department	Youth Services	Hourly/Salary:	Salary
Work Schedule:	35 hours per week	Regular/Temporary/Seasonal:	Regular
Exemption:	Administrative	FLSA Classification:	Exempt

Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary:

In this role, the Assistant Site Director (Assistant) works with the Site Director of the Isaacs Center to provide comprehensive programming in support of residents. Specifically, the Assistant is responsible for day-to-day operations of the facility during the mornings and afternoons. [This time period is specifically dedicated to Education and Workforce Development for young adults, health and wellness-focused, educational- recreational, and socialization activities for seniors, and out of school time programs for children and adolescents.]

Qualifications and Experience:

- Bachelor’s Degree with strong, related experience
- Minimum of 5 years of experience managing high performing teams within the social services sector.
- Excellent office management and computer literacy (IT) skills (including MS Office applications and internet research)
- Excellent interpersonal, verbal and written communication, networking, negotiation (conflict management and resolution), and presentation skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Bilingual and bicultural skills desirable, but not required
- Ability to work some flexible hours (e.g., evenings and weekends)

Primary Duties:

- Plans, organizes, develops, and schedules program activity in alignment with contractual goals, community interest, and organizational focus/mission
- Engages residents and community members, and develops an environment and culture that ensures that participants and staff thrive.
- Ensures compliance with all regulatory expectations
- Coaches, supports, and guides staff including coordinators, activity specialists, group leaders, volunteers, and interns
- Works with the Site Director to support continuous improvement. This includes defining goals, objectives, timelines, and securing the resources necessary to achieve optimal performance
- Assists Site Director with all administrative functions
- Provides therapeutic crisis interventions as needed, and works with the staff, community members, and local precinct to ensure safety, comfort, inclusivity, and respect for all participants

- Work with Site Director to develop and maintain partnerships with key stakeholders (funders, Board Members, etc.) to develop and expand effective programs and promising practices.
- In partnership with Site Director, represents Isaacs Center with external constituency groups, including community, governmental, and private organizations.
- Work with Site Director to convene and facilitate regular meetings with program units and cross-functional teams to assess progress and identify challenges related to internal processes, implementation mechanisms, and evaluation methodologies

The Stanley M. Isaacs Neighborhood Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.