**Family Promise of Lycoming County** is seeking a candidate with strong compassion for helping others to fill the position of **Executive Director.** Focus of this position is to coordinate program services for Family Promise; ensure effective provision of services to homeless families and to procure necessary funding in order to adequately meet program goals and expectations. Will also plan for future growth of program in response to ever changing needs of community, guests and social climate.

**Essential job functions include but are not limited to:**

* Oversee all network components to administer program including host churches, volunteers, staff, providers’ groups and other forums with social service agencies.
* Hire and supervise staff including case manager.
* Conduct trainings for coordinators, volunteers, staff and guests as needed.
* Maintain records and reports on Network operations and report as needed.
* Be on-call for emergencies during off hours as needed.
* Manage daily expenses and other financial duties.
* Work with Board president to plan Board Meetings and Strategic Planning.
* Support Board committees as necessary to support activities such as fund raising, grant writing and other supporting activities.
* Publish volunteer communications including website and newsletters.
* Oversee recruitment and scheduling of host churches, support churches and volunteers.
* Represent Family Promise to the public and the media.
* Perform other duties as requested by the Board of Directors/President of the Board to support the mission of Family Promise of Lycoming County.

**Ideal candidate will have the following:**

* Bachelor’s Degree (Social Services Preferred) required; Masters in Social Work preferred.
* Minimum of 3-5 years’ experience in social science environment.
* Experience in volunteer management, Sales Force database and Quickbooks a plus.
* Current within one year or have the ability to obtain clear Act 151 clearances, PA 33 Act 33 Criminal, pass a voluntary drug screening and have a valid driver’s license.
* Working knowledge of local non-profit agencies and available resources within the community.
* Physical ability to perform essential job functions including but not limited to ability to sit or stand for extended time periods, lift and carry 50 pounds and climb stairs.
* Ability to effectively manage multiple families at a time, handle crisis situations and work within tight deadlines.

Family Promise is a non-profit organization located in Williamsport that serves a very special population within Lycoming County…homeless families. The mission of Family Promise of Lycoming County is to equip families to break the cycle of homelessness through education, community awareness and mission opportunities.

Family Promise is different than other shelter programs because we don’t just provide our families with a place to spend the night. Families receive financial education, life skills counseling, job coaching and much more. The goal of Family Promise is to enable a family to keep their housing after they leave the program, not merely to help them over the short term.

**If you feel you have the passion and the qualifications to help move this mission forward please submit resume and salary requirements to** [**careers@familypromiselycoming.org**](mailto:careers@familypromiselycoming.org)**.**