



Job Title: Matt Urban Hope Center Director

Reports to: Matt Urban Center Executive Director

Education: Masters in Social Work -or- Bachelors in Human Service field with 5 years' experience

Location: 385 Paderewski Drive

Other Requirement: A valid NYS Drivers License and a reliable insured vehicle

The Hope Center Director will directly oversee all Hope Center and Homeless Outreach programming at Polonia Hall, as well as direct supervision and program development of Hope Works and AMP Ink. This position will act as immediate supervisor to staff from both aforementioned programs. Main responsibility includes submission of required monthly and other reports, ensuring compliance with funding regulations and program goals, as well as being responsible for the day to day operations and management of the building.

Other responsibilities include:

- Lead monthly Hope Center Staff Meeting
- Participate in both Outreach and Hope Center weekly case conferences, as needed
- Provide bi-weekly supervision to all assigned employees
- Participate in any needed macro collaboration efforts with HAWNY and WNY Coalition for Homeless
- Participate in CASH Coalition & activities through the UWBEC
- Oversee Hope Works and AMP Ink Job Development programming and carry out administrative duties of program
- Assist Hope Center program staff in volunteer recruitment, coordination, and supervision
- Coordinate and plan annual Hope Center service fairs and holiday events (i.e. Trunk or Treat)
- Keep quality of HMIS data at 97% (HUD requires 95%) for applicable programs
- Effectively collaborate with Matt Urban Polonia Hall Youth programming and other Matt Urban programs
- Attend and participate in monthly Matt Urban Center Director meetings
- Attend and participate in Get Set Leadership Development meetings
- Prepare any and all reports that are required in a timely fashion as assigned by Exec. Director
- Take an active role in the Hope Center activities and provide support services to clients entering the Hope Center
- Assist with planning and participate in any fundraising for Matt Urban Center and Matt Urban Hope Center
- Other duties as required and assigned by Matt Urban Center Executive Director

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

