



Job Title: Matt Urban Hope Center Director

Reports to: Matt Urban Center Executive Director

Education: Masters in Social Work OR Bachelors in Human Services field with 5 years' experience

Location: 385 Paderewski Drive

Other requirements: A valid NYS Driver's License and 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 an immediate supervisor to staff from the 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:

- Leading monthly Hope Center Staff Meeting
- Participating in both Outreach and Hope Center weekly case conferences, as needed
- Providing 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 and activities through the UWBEC
- Oversee Hope Works and AMP Ink job development programming and carry out administrative duties of the programs
- Assist Hope Center program staff in volunteer recruitment, coordination, and supervision
- Coordinate and plan annual Hope Center service fairs and holiday events
- 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 GetSet 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

Please submit resume and cover letter to Karen Baer, interim executive director, at kbaer@urbanctr.org

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.