Title: Director of Education, Employment & Technology Programming

Status: Exempt

Type: Regular

Compensation: $/year

Updated: September 2014

Mission:
Established in 1902, Lutheran Settlement House (LSH) is a non-profit, community-based organization committed to serving vulnerable children, adults, and families living in Philadelphia. Over the past century, the programs and services offered by LSH have changed in response to the evolving needs of the community. However, the core mission of Lutheran Settlement House — "to empower individuals, families, and communities to achieve and maintain self-sufficiency through an integrated program of social, educational, and advocacy services" — has remained constant.

Summary:
Reporting to the Executive Director, the Director of Education, Employment and Technology Programming at the Lutheran Settlement House requires an entrepreneurial spirit and a vision to use technology and education as a vehicle to propel our clients forward to a better quality of life in the 21st century. This is a brand new position and the individual hired will be responsible for the development and execution of program and curriculum development for a broad cross-section of Lutheran Settlement House clientele.

Primary Responsibilities:
- Create a vision for, and oversee the implementation of, adult education, youth development and job readiness strategies using technology as the platform;
- Recruit, retain and supervise program staff, volunteers and consultants;
- Design and implement creative, dynamic and engaging programming to meet the needs of Lutheran Settlement House’s multiple constituencies;
- Pursue best practices in the fields of education, professional development and technology and implement appropriate outcomes measurement tools
- Identify new and creative approaches that will engage students and improve outcomes
- Collaborate with existing funders to ensure continued funding and work interdepartmentally to identify new funding streams and program opportunities;
- Interface with the community at large to garner support and participation through outreach, marketing efforts and events;
- Provide mission driven services to align with departmental and overall agency goals;
- Fulfill all contractual obligations and maintain required reporting records;
- Adhere to budget guidelines and maintain internal control mechanisms to ensure accountability;
- Follow and implement agency policies and procedures as well as legal guidelines, including, but not limited to, hiring, terminating, employee and participant incident and injury reporting, safety, grievances, etc.;
- Coordinate and facilitate program meetings as necessary and attend agency staff meetings;
- Other related duties as assigned by supervisor

www.lutheransettlement.org
Education/Experience:
The education required for this position is a Bachelor’s degree. Minimum of 3 years’ experience in program planning and service delivery for evidenced based programming is required; particularly around education and technology. Demonstrated ability in effective supervision is essential, as well as, experience with team building, project and budget management, knowledge of community resources and sensitivity to the needs of high-risk populations are necessary. Flexibility, adaptability, creativity and an entrepreneurial spirit are essential.

To apply please submit cover letter and resume to Kelly Davis, Executive Director at kDavis@lutheransettlement.org.