Program Director
Immigrant Professionals Career Pathways Program

Our Immigrant Professionals Career Pathways Program is a new program designed to provide comprehensive assessment and guidance for immigrant professionals seeking to restart their careers in the Philadelphia region.

Under the supervision of the Deputy Director, the Program Director will oversee the implementation, coordination and administration of all aspects of the Immigrant Professionals Career Pathways Program including planning, organizing, staffing, leading, and controlling program activities.

Qualifications:
- Bachelor's degree required, Master's preferred.
- Minimum of 2 years of experience related to:
  - Implementing new programs
  - Coordinating outcome-based adult education and/or training programs.
  - Understanding and ensuring compliance with standards set by government and/or professional regulatory agencies
  - Monitoring student progress, conducting student satisfaction surveys, and advising students, as needed.
  - Establishing professional, collegial relationships with employees, healthcare providers, credentialing institutions, academic institutions, and the community.
  - Supervising professional and administrative staff

Desirable:
- Familiarity with basic eligibility criteria for professional licensure and certification in a range of professions; familiarity with international credential verification procedures, examination requirements, application processes and other profession-specific requirements

This position requires strong verbal and written communication as well as strong organizational skills. The Program Director must also have experience with Microsoft Office.

Experience, Skills, & Abilities:
- Demonstrated success in program development
- Demonstrated success working in a diverse team serving a multicultural clientele
- Proven listening skills
- Proven coordination skills
- Ability to bring people together
- Ability to implement programs effectively
- Ability to identify and resolve problems in a timely manner

About the Welcoming Center for New Pennsylvanians

The mission of the Welcoming Center is to serve as a centralized support and referral center for the Delaware Valley's growing immigrant community by promoting immigrants' participation in the area's political, social and economic life. We understand that when the immigration experience is smooth and successful, families benefit, and so do neighborhoods, businesses, our economy in general, and society as a whole. Learn more at www.welcomingcenter.org

Equal Employment Opportunity (EEO)
The Welcoming Center for New Pennsylvanians extends equal employment opportunities (EEO) to all qualified individuals, with regard to and all terms and conditions of employment.

How to Apply:

Send your resume and a brief cover letter explaining your interest in the position to Deputy Director Bahiya Cabral-Johnson, bahiya@welcomingcenter.org. No phone calls, please.