

Catholic Charities

Diocese of Nashville

Catholic Pastoral Center 2806 McGavock Pike Nashville, TN 37214

OFFICE 615-352-3087 cctenn.org

Job Posting

Catholic Charities is seeking candidates for the position of **New Americans Program Director**. The New Americans Program Director oversees comprehensive service delivery and program design to support newly arriving refugees, asylees, Cuban and Haitian entrants, and others approved for resettlement or short-term services within the Middle Tennessee counties comprising the Diocese of Nashville, cultivating partners in healthcare, housing, advocacy, education, employment, government, and other civic and nonprofit organizations to ensure stabilization of individuals and families. The Director builds a synergistic team to provide a holistic and cohesive program to clients to ensure acclimation in the community, well-being, meaningful employment, and long-term self-sufficiency. The Director identifies and forms working relationships with essential partners and implements a multi-faceted, broad-based program of services that span the spectrum of basic needs, counseling, training, and education. The Director fulfills quarterly and annual reporting to funders, ensuring compliance to the terms of all contracts. The Director also maintains ongoing and active networking with internal and external constituencies to ensure the highest performance of Catholic Charities programs.

Education/Experience

- Master's degree and five years' management/supervisory experience in social services, public program administration, nonprofit management, case management, OR
- Bachelor's degree and ten years of management/supervisory experience in a related field
- Knowledge/experience in the field of immigration and refugee resettlement, international government relations, community partnerships, or services for displaced peoples
- Knowledge/experience with managing multiple and/or overlapping funding sources, adherence to contract requirements and limitations, and implementation deadlines
- Knowledge/experience in financial management

Other Skills

- Excellent written and verbal communications skills
- Attention to detail and adherence to deadlines
- Ability to plan and organize work and to work well under pressure
- Effective interpersonal skills including emotional intelligence, reliability, positivity, negotiation, and empathy
- Computer proficiency in Microsoft Office; experience with or ability to learn client service tracking databases

Competitive salary with excellent benefits package. Please email cover letter (detailing how candidate meets posted minimum requirements) with salary history and resume to hr@cctenn.org

POSTING DATE: August 9, 2022

DATE AVAILABLE: Immediately

Catholic Charities, Diocese of Nashville is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.