



THE ELIZABETHPORT PRESBYTERIAN CENTER

184 First Street, PO Box 248, Elizabeth, New Jersey 07206

908-351-4850 www.eportcenter.org

Serving Families with Care & Concern since 1965

JOB ANNOUNCEMENT

Part-time Executive Director

For over 50 years, the Elizabethport Presbyterian Center (the Center), a non-profit 501(c)(3) organization, has served the Elizabeth NJ community. The mission of the Center is to be a witness to the caring concern of Christ by providing social services to everyone in need in the community. The Center provides early education to 90 three and four-year-old children, offers summer and school year programs for youth, senior programs and operates one of the largest food pantries in New Jersey. The Center operates in a state-of-the-art facility built in 2012 at 184 First Street in the Port section of Elizabeth, NJ. A federally qualified community health center operates out of the second floor of the building, and partners with the Center to address the health needs of the community.

The Center seeks a dynamic part time Executive Director to manage, develop and expand its programs. We are seeking a candidate who possesses the expertise and skills to leverage other community resources and involve businesses, community residents and government in the formation of partnerships that lead to building a stronger and financially healthy organization.

The ideal candidate shall have at least five years of experience working with a not-for-profit corporation in a management position, with a bachelor's degree in education, public administration, business or related field or extensive experience in leading a community organization. The candidate must have good organizational and planning skills, be capable of managing the varied programs that the Center offers. The Executive Director must have strong financial management experience, as well as an ability to raise funds, supervise employees and manage an operating budget of approximately \$2 million. Bilingual capability in Spanish/English and experienced in working in predominantly minority communities is a plus in serving our diverse community.

Salary is commensurate with experience. This is a part time position of 20 hours per week, with hours of work negotiable. A successful Executive Director will be able to grow this position into a full-time position with benefits. Interested candidates should send a cover letter, resumé and salary requirements to the address below.

Elizabethport Presbyterian Center
P.O. Box 248
184 First Street
Elizabeth, NJ 07206
e-mail: kcarter@eportcenter.org