



Youth Ministries for Peace and Justice, Inc.
Job Description
Family Enrichment Center - Director

Family Enrichment Centers

Youth Ministries for Peace and Justice, Inc. is seeking a Director for a Family Enrichment Center that will be opening in the Parkchester/Soundview neighborhood. Family Enrichment Centers (FEC) are warm and welcoming community gathering places where any family or individual can come for support, information, and to participate in and/or lead activities (called “offerings”). Each FEC is a unique, home-like setting designed with and for community members where they can connect as neighbors, contribute to their community, and support one another. FECs are based on the premise that community members design and drive the FEC’s activities or offerings. The FEC works with families and community members to develop offerings that promote one or more of family protective factors to increase well-being. The seven protective factors include the five in the Center for the Study of Social Policy’s protective factor framework ([review here](#)), as well *economic mobility* and *relationships in the community*.

FECs build on family and community strengths, are guided by the community’s interests, dreams, goals, and desires, and do so without being intrusive or using a case management approach. FECs do not follow a traditional social service delivery approach. They are 100% voluntary, safe spaces that welcome all, and respect each person’s privacy and their ability to decide how, when, and how often to interact with an FEC.

Who We Are:

Founded in 1994, The mission of Youth Ministries for Peace and Justice (YMPJ) is to rebuild the neighborhoods of Bronx River and Soundview/Bruckner Boulevard in the South Bronx by preparing community members to become prophetic voices for peace and justice. We accomplish this through political education, spiritual formation, and youth and community development and organizing. Guided by a prophetic faith, YMPJ’s purpose is to transform both the people and the physical infrastructure of blighted South Bronx neighborhoods and change the systems that negatively impact them.

Position Overview

The Family Enrichment Center (FEC) Director is responsible for the day-to-day operation of the Family Enrichment Center, funded by the New York City Administration for Children Services (ACS). FECs represent one of ACS’ approaches to supporting child and family well-being and strong communities. The Director embodies and creates a culture of openness, creativity and flexibility, is a true partner and servant leader in the community and committed to social justice. Responsibilities include recruiting, hiring, and supporting a diverse staff in a collaborative work environment, building partnerships with stakeholders from multiple sectors to support the FEC, and building an FEC Advisory Council/Board to guide the vision, decision-making and programming of the FEC. The Director will also ensure the FEC is run with fidelity to the model, serve as a liaison to ACS, implement co-design and co-implementation strategies. The Director will be expected to participate in learning collaboratives with other FEC Directors and stakeholders across the city and to collaborate with ACS and external partners to develop and implement quality assurance and quality improvement mechanisms.

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Responsibilities:

Reporting to the Executive Director the FEC Director will:

- Manage budget of FEC in partnership with FEC Advisory Council/Board and manage hiring, training, and coaching of FEC staff/team members
- Identify community members via a series of virtual and in-person meetings who are interested in being part of the FEC and engage them in discussions about community needs, assets, and strengths to inform FEC vision and offerings
- Help to identify and secure a physical space for the FEC and ensuring that the space is co-designed with the community to be a welcoming, encouraging, and positive environment.
- Bring the model of co-design to life by ensuring that members have substantial roles in creating a vision for the FEC and designing offerings that promote one or more of the seven family protective factors (Resilience, Relationships, Knowledge, Support, Communication, Economic Mobility, & Community)
- Develop and support an Advisory Council/Board of FEC members to guide the strategic vision for the FEC, and participate in management decisions, reviewing financial reports and budgets, and other activities
- Create a culture of teamwork and collaboration among staff, FEC members, and Advisory Council /Board members that is built on equity, inclusiveness, and non-hierarchical decision making
- Supervise a team of Community Liaisons and Family Advocates to 1) build partnerships with community organizations and public institutions to raise awareness of the FEC, bring expertise to complement FEC offerings, and help members connect to local resources, and 2) conduct outreach to community members, engage them in co-designing offerings, promote and participate in offerings, and engage participants in QA/QI of offerings
- Create a culture of equity by ensuring that FEC team members interface with community members as partners, not clients, and a culture of respect built on the belief that families and communities possess the inherent strengths and knowledge needed to succeed given the right access to opportunities and support
- Maintain consistent communication with the New York City Administration for Children Services (ACS) Division of Child and Family Well-Being team to discuss progress and ensure that all contractual responsibilities are being adhered to
- Ensure that the FEC is known as an entity separate from the contractor, not marketed as a “program” of the contractor, and that the contractor allows the community to create its own FEC identity
- Leverage additional resources through in-kind donations, pro-bono services, and additional funding opportunities
- Participate and engage FEC team in learning collaboratives facilitated by ACS with other FEC teams from across the city

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- Support ongoing quality assurance and quality improvement to assess FEC impact and ensure fidelity to frameworks of equity, co-design, Appreciative Inquiry (AI), and protective factors by working with FEC members, ACS representatives, contracted agency staff, and/or consultants

- Complete other duties as assigned and required

Required Skills

- Knowledge of – and commitment to – the Parkchester/Soundview community
- Outstanding community organizing, collaboration, and advocacy skills
- Management skills in collaborative team environments that includes supporting paid and volunteer team members, managing budgets, and monitoring milestones and outcomes
- Commitment to and ability to implement strategies related to cultural competency, equity, and diversity and inclusion
- Strong interpersonal skills, facilitation skills, and the ability to connect with people with diverse and intersecting identities
- Strong verbal and written communication skills
- Proficient in Google Suite
- Ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment

Preferred Skills

- Knowledge of one or more of the FEC frameworks (equity, co-design, Appreciative Inquiry, Family Protective Factors) or other frameworks/approaches with similar components
- Fluency in a language other than English commonly used in the Parkchester/Soundview community (ie. Spanish, Bangla, French, etc.)

Degree & Experience Qualifications

Minimum qualifications include a master’s degree and five (5) years of relevant experience; a bachelor’s degree and seven (7) years of relevant experience; or a high school diploma and at least eleven (11) years of relevant experience. Relevant experience includes managerial and/or leadership roles in community organizing, community-led programs, coalitions, or other community-driven service delivery. Experience can be a combination of professional, paid experience or verifiable volunteer experience. Ideal candidates will be from or have deep connection with the community they will be serving.

Start Date: Immediately

Salary: \$70,000 - \$80,000; plus benefits

To Apply: Please e-mail your cover letter and resume to David Shuffler, Executive Director at dshuffler@ympj.org. Only short-listed candidates will be contacted.