

St. Mary's Women and Children's Center employees are working together with families to break the cycle of intergenerational poverty.

EMPLOYMENT OPPORTUNITIES
WE ARE AN EQUAL OPPORTUNITY EMPLOYER
90 Cushing Avenue, Dorchester, MA 02125
IMMEDIATE OPENINGS
November 13, 2009

Director of Annual Funds	Agency-wide	Full Time	October, 2009
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The Director of Annual Funds will plan and execute annual fund initiatives and provide leadership, strategic direction, management and coordination to increase the Center's support from individuals, corporations and foundations. The Director of Annual Funds plays a key role in identifying, cultivating and soliciting major donors and oversees all fundraising events. The Director of Annual Funds will work in close collaboration and support the efforts of the President, Board of Directors and others to achieve the Center's fundraising goals. Requirements: A minimum of 5 years fundraising experience, attention to detail, excellent writing, communication and presentation skills are essential. Salary commensurate with experience.

Assistant Program Director	Margaret's House	Full Time	October, 2009
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Qualified candidate is responsible for providing leadership, program development and implementation, supervision, on-call coverage, and staff training. Candidates must be well-organized, have excellent written and verbal communication skills with an ability to represent the program on a local and national level. Requirements: Bachelor's Degree in related human services field, 3- 5 years supervisory experience, and experience working with homeless families in a residential program. Must have a working knowledge of Microsoft Word and Excel. Bilingual a plus and a valid Massachusetts Driver's License required.

Awake Overnight Residential Counselor and Parent Educator	Bridge Home and St. Mary's	Full Time	October, 2009
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Provide a safe, secure environment by remaining awake and alert at all times. Must maintain a flexible schedule and demonstrate the ability to work with clients in crisis. 1-2 years of residential experience and a valid Mass License required.

Residential Counselor	Bridge Home	Relief Positions Only weekends day/evenings shifts	October, 2009
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Qualified candidate will provide supervision of daily program activities for children. Previous residential counselor experience required. Must maintain a flexible schedule and demonstrate crisis and stress management skills. Must have at least 1-2 years of residential experience and a valid Mass License is required.

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Position	Program Services	Hours	Posting date
Family Advocate	Margaret's House	3-11 pm including every other weekend	September, 2009

Join an inspired and dedicated team to support homeless women and children's ability to live into their dreams! The Family Advocate will lead therapeutic groups including mothers support, anger management, healthy relationship and family self sufficiency. With the other team members the qualified candidate will work to create a safe, supportive community for women and children confronting issues of homelessness, poverty, substance abuse and domestic violence. Required: 1-2 years experience working with female head of household families, BA in Human Services, or equivalent years in the field. A valid Mass Licensed is required.

Excellent benefits package.
St. Mary's Women and Children's Center
90 Cushing Avenue
Dorchester, MA 02125
Send Resume to: HRDept@smwcc.org
AA/EEO