

Executive Director, Parish Resource Center of Long Island-West, Inc.

Position Summary

The Parish Resource Center of Long Island-West, Inc. (PRCLIW) located in Valley Stream, NY is hiring an Executive Director to support and grow the ministry of the PRCLIW as a Christian non-profit organization. The position is a part-time position with overall strategic and operational responsibility for PRC staff, programs, expansion and execution of its mission. Benefits include the opportunity to engage with a large and diverse Christian community as they live out the Gospel message, flexible working hours, paid staff, dedicated board of directors, established membership base, and private office location conveniently bordering Queens and Long Island.

We're looking for someone active in ministry with a calling to empower and equip Christian organizations of all denominations through various consulting services and programs. The ideal candidate should have experience in a variety of different types of congregational ministry, be dedicated to personal and social networking, and be proficient in fundraising.

Responsibilities

- Share, maintain and develop the vision of the PRCLIW
- Work with the Board of Directors to grow the organization
- Cultivate and enlist subscribers and strategic partners
- Oversee all aspects of staffing and delivery of services
- Manage all aspects of organizational operations

Qualifications

- Good understanding of the needs and dynamics of congregations
- Minimum of 5 years work experience, preferably with a faith-based organization
- Strong leader proficient in office administration, strategic planning, event planning, marketing, social networking, fundraising, and staff management.
- Familiar with rules, regulations, and procedures governing non-profit organizations

Salary Range

Salary range for the position of Executive Director is \$15,000 to \$26,000 per year for this part-time position with salary to be renegotiated if the position becomes full-time.

How to Apply

Please send your resume to Rev. Patrick O'Connor through e-mail at PatrickOconnor@firstchurchjamaica.org, along with a cover letter explaining why you want to be considered for this position.

Additional Information

The Parish Resource Center of Long Island West-Inc. was founded in 1992 and provides consultation and support to congregations in New York City, Long Island and Westchester County with cost-effective, results-oriented leadership strategies and resources. Additional information about our organization can be found on our website at www.cpr4church.org