

EMPLOYMENT OPPORTUNITIES
WE ARE AN EQUAL OPPORTUNITY EMPLOYER
St. Mary's Women and Children's Center
 90 Cushing Avenue, Dorchester, MA 02125
IMMEDIATE OPENINGS
February 12, 2010

Program Director	St. Mary's Home	Full Time	January, 2010
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Responsibilities include program development and implementation, staff training and supervision. The candidate is responsible for providing leadership, program development and implementation, supervision, on-call coverage. Candidates must be well-organized, have excellent written and verbal communication skills. Requirements: Masters Degree in related human services field, 3- 5 years experience working with at-risk pregnant teens in a residential program and supervisory experience. Must have experience with program budgets, Microsoft excel and word. Bilingual a plus and a valid Massachusetts Driver's License required. Salary is commensurate with experience.

Teacher	Women @ Work Plus	Part-time	January, 2010
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The Adult Educator will teach literacy, and pre-GED, office systems and skills, computer and secretarial skills. The qualified candidate must have three to five years experience in high school or adult education, or a job skills program. The candidate must have a solid background in math, science, and computer proficiency, with a broad based knowledge of the adult education field. Have the ability to teach at several academic levels, with sensitivity to the needs of the adult learner. Must also be patient, understanding supportive, highly flexible and energetic. A Master's Degree in Education is required and bilingual candidates are encouraged to apply. A valid Massachusetts Driver's License required. Salary is commensurate with experience.

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 is commensurate with experience.

Awake Overnight Residential Counselor	Bridge Home	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.

Excellent benefits package.
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 90 Cushing Avenue
 Dorchester, MA 02125
 Send Resume to: adavis@smwcc.org
 AA/EEO