



FAITHACTION INTERNATIONAL HOUSE

TURNING STRANGERS INTO NEIGHBORS!

705 North Greene Street ♦ Greensboro, North Carolina 27401
Telephone: 336-379-0037 ♦ Website: www.faithaction.org

Assistant Director Position

Purpose: To assist the Executive Director in the administration and coordination of FaithAction's education, advocacy, and bridge-building work, while strengthening and expanding key community partnerships for the long-term growth and impact of FaithAction.

Accountability: The Assistant Director is supervised by and accountable to the Executive Director.

Qualifications: A strong candidate will have a bachelor or advanced degree in a relevant field with a focus in one or more of the following: immigration, public relations, international affairs, multicultural education, or interfaith cooperation. The position requires the ability to build positive relationships with diverse community partners, along with excellent writing and speaking skills. We are looking for someone who is deeply passionate about the work of FaithAction, and who demonstrates a strong ethic of staff teamwork, encouragement, and collaboration. Preference for someone with significant experience in a nonprofit setting. The position will require a car to travel, with occasional trips outside of Greensboro.

Relationships: The Assistant Director will work most closely with the Executive Director, and will also relate to and support all members of the FaithAction staff. The Assistant Director will provide supervision to the Immigrant Assistance Center Director and the Administrative Assistant in the ED's absence. Particularly important community partnerships include: faith communities, social service agencies, schools, law enforcement, nonprofits, businesses, and government representatives.

Responsibilities: The Assistant Director will:

- Create new opportunities for FaithAction to provide trainings and presentations to schools, faith communities, social service and city agencies.
- Strengthen existing, and develop new Stranger to Neighbor congregations that contribute to the service, education, bridge-building, and advocacy work of FaithAction.
- Develop positive relationships with and advocate alongside of key elected officials, law enforcement, social service agencies, and immigrant and faith leaders to expand the FaithAction ID program, and advance positive immigration legislation.

- Assist the ED, and other staff, with social media/web posts, development opportunities, and daily administrative tasks as needed.

Type: Full time salaried position.

Salary: Commensurate with qualifications and experience.

Benefits: As provided in the FAIH Personnel Policies.

Evaluation: An annual review of the IAC Program Manager shall be conducted by the Executive Director in accordance with the procedure in the Personnel Policies.

Interested applicants should send a brief cover letter and resume to Executive Director – dfraccaro@faihouse.org. We will consider applications on an ongoing basis beginning immediately, and the position will remain open until it is filled.