

## Chief Executive Officer, St. Elizabeth Center

We are looking for a dynamic, organized, and enthusiastic person to become the Executive Director of the St. Elizabeth Center. The position is a part-time position which serves to support the Catholic Church's response to the call of the Gospel to serve the poor and vulnerable in the spirit of hospitality, compassion, and dignity. The director is responsible for the overall management of the operations of the organization. Budget preparation and adherence, supervision of volunteers and staff, and overseeing the distribution of goods and service needs of patrons are expectations outlined for this position.

We are looking for candidates with a bachelor's degree, with one to three years' experience in not-for-profits, pastoral ministry, or other human services areas. Retail experience, budgeting experience, and/or hands-on knowledge and proficiency working with computer software systems is a plus.

### **To Apply:**

For best consideration, please apply by **September 15, 2021**. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriecd.org/employment.html>.

Applicants must submit a cover letter, resume, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: [SECsearch@eriecd.org](mailto:SECsearch@eriecd.org) (Application form must be scanned, completed, signed, and scanned.)
- 2) Mail to Attn: Search Committee, SEC Chief Executive Officer Search, C/O Catholic Charities, 429 East Grandview Blvd., Erie, PA 16504