Director, Capuchin Soup Kitchen Programs and Hospitality  
The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Director, Capuchin Soup Kitchen Programs and Hospitality will provide leadership and direction for Program Managers to plan, administer and develop various programs for the benefit of our guests.

Responsibilities:
- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Evaluate and ensure efficient and effective delivery of programs
- Evaluate, guide, and provide support for program managers
- Ensure hospitality and professional treatment to volunteers.
- Collaborate with the Ministry Director, Development Office, Communications Office and Program Managers to promote our mission and maintain positive relations with donors
- Ensure policies and practices are current, effective and reflect our MVV
- At the request of the Ministry Director, participate in the assessment of new or additional funding opportunities.
- Responsible for the development, oversight and monitoring of the annual program budgets
- Ensure compliance with all regulatory, licensing and accreditation requirements for programs and staff
- Oversee staff development
- Network internally and with other community service providers to identify service gaps and prevent duplication of services
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Bachelors in Social Work, Education, Bus. Admin. or related field. Min 5 years program exp. within education, health and human services or related fields. Exp. in behavior health, poverty alleviation/safety net services and/or prevention services. Able to conduct data analysis, keep current on research and new theories and practices related to behavioral health and alleviation of poverty, effective administration skills including employee and program management, communications, mission implementation and budgeting, public speaking exp., exp working with volunteers in non-profit environment, able to creatively manage and balance program development and administration.

Interested candidates can apply by:

Submit letter of interest and resume to:  
employment@thecapuchins.org Include Director, Capuchin Soup Kitchen Programs and Hospitality in the subject line.

(Or)

Attention: Human Resources
Re: Director, Capuchin Soup Kitchen Programs and Hospitality
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207