**TITLE:** Director, SSJ Welcome Center

**REPORTS TO:** Sponsorship Coordinator

**FLSA CLASSIFICATION**: Full Time, Exempt

**SUMMARY:** The Director is responsible for managing all areas of the Welcome Center. In collaboration with the Office of Sponsorship, Congregational Leadership and the Welcome Center's Advisory Board, the Director solicits the involvement of individuals and agencies to enable the Center to offer opportunities that enable immigrants and others to improve the quality of their lives.

**ESSENTIAL FUNCTIONS**:

- Commits to the Mission and Vision of the Sisters of Saint Joseph
- Provides the public face of the Welcome Center to the Congregation, Church related entities and local community organizations in networking for furthering the work of the Center
- Advocates for Immigrant Rights on local, state and national level
- Oversees Outreach activities and services
- Directs the overall operations of the Welcome Center, including but not limited to, finances, facilities, development, programming, and outreach
- Formulates and implements goals and collaborates with staff to develop policies and programs
- Establishes and maintains connections with donors, grantors and providers of pro-bono services
- Directs the operation of the Advisory Board including soliciting and orienting members which will enable them to fulfill their task to assist in forwarding the work and mission of the Center

- Oversee and supervises all Welcome Center staff and volunteers.

**EDUCATION:** MS/MA in appropriately related field or human services equivalent

**KNOWLEDGE REQUIREMENTS**:

- Immigrant and literacy issues
- Knowledge of Spanish language

**EXPERIENCE**:

- Administrative/management experience

**OTHER DESIRED QUALIFICATIONS**:

- Ability to network
- Commitment to diversity of people in an urban neighborhood
- Effective written, verbal and public communication skills
- Ability to work effectively in a team environment where priorities frequently shift
- Basic computer literacy

Interested, qualified candidates should send cover letter and current resume to Pat Harrington, Human Resources Director at pharrington@ssjphila.org by Friday, July 17, 2026.

***The Convent of the Sisters of Saint Joseph is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.***

June 2026