

## **LEARNING TEAM:** Carver has an immediate need for a full time Chief Program Officer

**About us:** The Port Chester Carver Center builds brighter futures by serving, educating, and empowering Port Chester residents. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. The Village of Port Chester's demographics reflect that of large urban cities. The ethnic makeup of Port Chester is 59.4% Hispanic/Latino, 31.6% White, 6.5% African American, 2.1% Asian and 2.1% other. Our community is home to the highest percentage of Latinos (59.4%) and the lowest per capita income of the 44 communities in Westchester County. 67% of children in Port Chester are eligible for free lunch, the fourth highest rate in Westchester County.

In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center's programs and services are crafted to meet the holistic needs of people at every stage of life.

Carver Center's programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services for immigrants (citizenship and ESL classes); programs for senior citizens; aquatics and more.

### **Position Overview:**

Working closely with senior leadership, the Chief Program Officer will ensure that Carver Center's programs meet the evolving needs of the Port Chester community and fulfill the organization's mission and vision.

An experienced manager of people, the Chief Program Officer will lead the team of program directors and managers who run Carver Center's year-round programs. These include but are not limited to After School, Enrichment, Summer Camp, Teen Center, Carver Market, Citizenship, and Senior/Adult Programming. The candidate will provide leadership to ensure that programs are achieving excellence; incorporate best practices; regularly evaluate impact and report on outcomes with data that assists fundraising efforts and tracks success. The Chief Program Officer will be tasked with identifying up-to-date community needs and priorities; setting program goals to fulfill strategic objectives; developing budgets for programs; and supporting robust community partnerships and volunteer engagement.

### **Agency Wide Duties and Responsibilities:**

- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council and all other governing agencies.

### **Position Qualifications:**

The ideal candidate will have a minimum of a Bachelors' Degree, a passion for human service, and ten years of experience working in and managing community programs. Carver Center seeks candidates with team management experience; familiarity with creating, driving, and tracking outcome measurements; budget development and oversight; willingness to support fundraising efforts; and the creativity and flexibility to re-establish priorities and programs as the times require. Carver respects strong communication and writing skills; mastery of Office 365 programs; and bilingual language skills (English/Spanish) are highly desirable. The CPO will support the development of volunteer engagement in all programs.

*Carver Center employment policy requires the completion of a full background check prior to hiring. Salary is commensurate with experience.*

**How to Apply:** Send cover letter, resume, and writing sample to: [gnocco@carvercenter.org](mailto:gnocco@carvercenter.org).