

## VALLEY INTERFAITH COUNCIL

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**Position Title:** Director of Multipurpose Senior Center (East Valley Multipurpose Senior Center, North Hollywood, CA)

**Position Summary:** The MPC Director is directly responsible to the President of Valley Interfaith Council (VIC). The MPC Director is responsible for the development and effective functioning of all programs, activities and services for senior citizens provided within the East Valley Multipurpose Senior Center, except the Nutrition programs. This position supervises all staff associated with the MPC programs (Adult Day Support Center, case management, transportation, Handyworker, Shopper and information and assistance), except the Nutrition staff. This position will have responsibility for fundraising to assist in maintaining the existing level of services and expanding services where necessary.

**Responsibilities:**

1. Works with staff, City of Los Angeles Department of Aging monitors, and other agency staff to develop and implement programs, activities and services for senior clients.
2. Recruits, trains, supervises and develops staff.
3. Develops and implements fund raising activities.
4. Implements sound fiscal management policies and practices in conjunction with the VIC fiscal department, including the preparation and management of budgets.
5. Maintains statistical records and prepares reports as required by Department of Aging.
6. Liaises with other VIC service programs for the elderly.
7. Attends conferences and training as appropriate.
8. Organizes and works with Center's Advisory Council.
9. Coordinates publicity and marketing about Center activities.
10. Develops relationships with elected officials and their staff, local businesses, other community agencies, and local congregations for resource development, information sharing, marketing, planning, and networking.
11. Collaborates closely with the Nutrition Director and EV Nutrition staff to plan joint parties and activities for the seniors.
12. Ensures that the facility is well maintained.
13. Other responsibilities as required.

**Qualifications/Experience:**

1. At least four years administering social service programs in a management capacity.
2. Proven management skills.
3. Administrative ability, including knowledge of budgeting and fiscal procedures.
4. Strong computer skills, particularly Microsoft Word and Excel, as well as Internet and email.
5. Experience working with the elderly.
6. Knowledge of the San Fernando Valley community and its resources.
7. Must have own car and valid California driver's license and provide proof of current auto insurance.
8. Must be able to pass a background check.
9. Flexibility and creativity.
10. Bachelor's Degree preferred, but appropriate experience will be considered.

**Resumes and cover letter to:** Cambria Smith, President  
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