VACANCY ANNOUNCEMENT

TITLE: Director, MEOC  
FLSA CLASSIFICATION: Exempt

DEPARTMENT: Maryland Educational Opportunity Center (MEOC)  
SCHEDULE: Full-Time

WORKSITE: 2305 N. Charles Street, Ste. 101, Baltimore, MD 21218  
REPORTS TO: Executive Director

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY
Administers the Educational Opportunity Center in the City of Baltimore and Howard County community, as approved for funding through Delta Sigma Theta Sorority, Inc.

DUTIES AND RESPONSIBILITIES
• Assumes responsibility for the effective operation, coordination, and programming of the Educational Opportunity Center, as it relates to the approved proposal.
• Directs program development and day-to-day operation of the project.
• Coordinates the activities of the total program relative to secondary and postsecondary educational institutions, community groups, other federally-funded programs including Student Support, and Upward Bound Programs in the Baltimore Metropolitan area.
• Establishes and maintains excellent working relationships with Baltimore City Public Schools, Division of Adult and Community Education-Baltimore City Public Schools, Baltimore metropolitan colleges and universities, project's Consortium Board and the technical advisory committee, other educational institutions (local, state, public and private), and the sponsoring agency, Delta Sigma Theta, Inc., for the advancement of the program.
• Assumes the responsibility for the staffing, training and professional growth of the project staff consistent with the accomplishment of the evaluation sessions.
• Ensures the development and maintenance of a system of data gathering, storage, and retrieval necessary for the development, operation, and evaluation of the program.
• Involves the staff in the setting of interim and long-term goals.
• Assumes the responsibility for meeting the reporting and evaluation requirement of the funding agency as outlined in the guidelines of the Office of Education.
• Serves on committees and advisory councils that provide for enhancement of the accomplishment of the program's goals and objectives.
MINIMUM QUALIFICATIONS (KNOWLEDGES, SKILLS, & ABILITIES)

- Must possess a Master's Degree in Secondary Education or an equivalent combination of relevant education and experience may be substituted as appropriate.
- Minimum of five years’ experience in an administrative capacity, preferably in management of community-oriented programs.
- Must possess a thorough knowledge of program planning, management, organization and counseling, with some specific knowledge of staff training and supervision.
- Must possess ability to identify, analyze and solve program problems.
- Must be able to develop leadership qualities among support staff.
- Must be able to plan effectively and implement ideas to achieve program goals and objectives.
- Proficiency in Microsoft Office applications, to include Outlook, Word Excel, Publisher and PowerPoint.
- Knowledge and use of virtual platforms (i.e., Zoom, WebEx, etc.)

For consideration, email your resume along with a cover letter that specifically states your salary requirements to hrmanager@deltasigmatheta.org. In your email, please include the title of the desired position in the subject line.

Incomplete submissions will not receive priority consideration.