**EXECUTIVE DIRECTOR POSITION NOT-FOR PROFIT NEW YORK CITY**

- Director the total day-to-day operations of the not for profit.
- Quarterly reporting to the Board of Directors.
- Responsible for human resources, compensation and benefits administration.
- Responsible for long and short term planning and budgeting.
- Implementation of renovations for aesthetics and operations, and to meet federal, state and city building, fire and safety codes and report progress to the Board of Directors.
- Implementation and project management of any Board approved renovation plans.
- Planning capital and operational fund raising events/programs.

**Experience**

- Minimum of 15-20 years experience directing/management a small to medium sized profit or not-for-profit operations.
- Bachelor/Master’s Degree in Accounting, Finance or Management.
- Master Degree and CPA preferred, but not required.
- Experience in hospitality/hotel administration a plus.
- Familiar with on line booking engines.
- Fund raising experience a must.
- Health benefits, pension benefits. 403B available.
- Salary commensurate with experience.

Send resume with salary requirements to:

BD # 309
245-8th Ave
NY. NY 10011

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**DIOCESAN ACCOUNTING OFFICE JOB OPPORTUNITY FULL CHARGE ACCOUNTANT**

**POSITION SUMMARY**

The Diocesan Accounting Office is seeking a full charge accountant to perform all accounting, reporting and cash management functions for a number of entities within the Diocese of Brooklyn.

**PRINCIPAL RESPONSIBILITIES:**

- Produce and analyze financial statements for entities on a monthly basis.
- Produce financial statements on an annual basis which will be ready for immediate and efficient audit.
- Coordinate and present reports for meetings of Boards of Directors or trustees.
- Perform cash management functions for entities to ensure that funds are fully invested for best returns.
- Responsible to information requests from both Accounting Office and Operations executives.
- Write manual checks for applicable entities.

**REQUIREMENTS:**

- Bachelor’s Degree in Accounting; CPA preferred.
- Minimum of two to four (2-4) years’ experience in accounting field.
- Knowledge of non-profit accounting.
- Working knowledge of accounting databases.
- Computer proficiency with Microsoft Office, Word, and Excel.
- Knowledge of the tenets of the Catholic faith.
- Excellent written and verbal communication skills.
- Maximum organizational skills as well as ability to multi-task and prioritize accordingly.

Interested applicants should send a resume, three professional references, along with a letter of interest specifying their salary requirements and the position for which they are applying to: hiremploy@diobrook.org

This position will remain posted until filled.

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**CATHOLIC YOUTH MINISTRY INITIATIVE SPECIALIST**

**POSITION OVERVIEW**

The Catholic Youth Ministry Initiative (CYMI) Specialist is responsible for overseeing the Diocesan Coordinator of Adolescent and Young Adult Faith Formation with implementing and coordinating the Catholic Youth Ministry Initiative.

- Assist in the professional development of parish youth ministers according to the Diocesan Vision for Youth Ministry and the competency standards developed by the National Federation for Catholic Youth Ministry (NFCYM).
- Support youth ministers participating in the Catholic Youth Ministry Initiative.
- Assist the Diocesan Coordinator of Adolescent and Young Adult Faith Formation in the planning of Diocesan Adolescent events.
- Assist in the development, promotion and communication of electronic updates for the adolescent faith formation diocesan programs.
- Promote and coordinate attendance at national youth ministry conferences.
- Liaison with Catholic high school religion teachers and campus ministers.

**REQUIREMENTS**

- The ideal candidate will possess an advanced Roman Catholic theological degree in Theology, Religious Studies or related field. A minimum of B.A., M.A. preferred.
- Should be a practicing Catholic familiar with the doctrine, teachings and traditions of the Roman Catholic Church.
- Significant knowledge of current Adolescent Faith Formation structures and techniques.
- Significant experience working directly with youth in adolescent faith formation programs.
- Must be sensitive to the unique ethnic, cultural and racial diversity of the Diocese of Brooklyn.
- Awareness and familiarity of current challenges facing adolescents and obstacles to faith formation.
- Previous experience in current adolescent faith formation resources.
- Familiarity with current technology favored by adolescents such as internet, ipod, ipod, blog, social media and a history of using technology to promote adolescent faith formation initiatives.
- Candidates should also be keenly aware of the perils inherent in current technology used by young people and develop creative strategies on how to get youth involved.
- Strong interpersonal, analytical, writing, public speaking, computer and organizational skills.
- Bi-lingual preferred.

Interested applicants should forward a copy of the resume, required salary range and cover letter indicating position of interest to hiremploy@diobrook.org.

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- Implementation and project management of any Board approved renovation plans.
- Planning capital and operational fund raising events/programs.

**Experience**

- Minimum of 5 years experience with a small to medium sized profit or not for profit organization.
- Bachelor Degree in Accounting a must.
- Health benefits, pension benefits, 403B available.
- Salary commensurate with experience.

Send resume with salary requirements to:

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NY. NY 10011

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**CONTACT:**

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**Deadline is Tuesday at 3 p.m.**

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