



PEACE Weaving Wholeness is a nonprofit established in 2015 currently located in the Old North community of north St. Louis. We are accepting applications for a fulltime Director for our program The Sankofa Culture and Art Wellness Village Naturally Occurring Retirement Community (NORC). This program provides arts and culture grounded wellness and technology programming for adults ages 60 and above. This exempt/non hourly position reports to the Executive Director.

We are seeking an enthusiastic individual, experienced working with senior populations, under resourced communities, has experience in program management, has excellent written and verbal communication skills, and has proficiency in Zoom, WORD, EXCEL, and POWERPOINT. The candidate should have a BA or higher in Social Work, Education, or Human Services. Other disciplines will be considered.

- 1.0 FTE fulltime, exempt, grant funded position
- Works with ED and organization team to establish office procedures and protocols
- Salary range \$39,000 – \$45,000 depending on skill set, and experience.
- Position slated to begin January 2021

Job Accountabilities & Responsibilities:

25% Office management including day-to-day management of work flow for NORC
25% Social outreach through staffing the Community Advisory Council
25% Work with Washington University in developing and implementing NORC evaluation including data collection, and report preparation for the NORC
10% Works with ED to staff summer camp. There will also be a fulltime Coordinator monitoring day to day operations of the summer camp.
5% NORC participant registrations
5% Reports and assistance with grant writing
5% Other responsibilities as assigned

Please send a detailed resume, and cover letter. The cover letter must specifically address why you are interested in the position, and how your skills and experience are aligned with the position.

Both cover letter and resume must be received for applicant to be considered. Email by December 1, 2020 to peaceweavingwholeness@gmail.com. No phone calls please.

Website peaceweavingwholeness.org