



## Concord Prison Outreach Position Posting EXECUTIVE DIRECTOR

### **Position Summary:**

This is a part-time position (flexible schedule, approximately 28 hours a month) reporting to the Chair of the Board. The person in the position will be responsible for: ensuring the development of quality educational programs presented to inmates at MCI-Concord and Northeastern Correctional Center (NCC) by working closely with the Directors of Treatment at both prisons; recruiting qualified volunteers, monitoring their performances, and arranging for guidance and coaching, as needed; ensuring efficient administration and high-quality offerings through direct supervision of the Administrative Assistant and direction and guidance for the Alternative To Violence Program Coordinator; facilitating fund-raising efforts with board members and others; keeping communities in the area informed of CPO's work, its needs, and the ramifications of policy changes as they occur with the Department of Correction (DOC); working closely with the board to ensure fidelity to CPO's mission. Location: flexible.

### **Skills/Qualities Needed:**

- Extensive experience overseeing volunteers and/or experience as a volunteer, preferably with inmates
- Ability to provide effective leadership and think strategically about the role and administration of CPO
- Mediation, problem-solving, and public relations skills
- Strong oral communication and listening skills, both one-on-one and with groups
- Ability to write clearly and concisely
- Experience in fund-raising
- Ability to think creatively in formulating and implementing new programs.
- Competent computer skills in areas such as Word, Excel, email communication, etc.

### **Primary Responsibilities:**

#### *Programs*

- Works closely with the MCI-Concord and NCC Directors of Treatment in securing approval of CPO programs, scheduling, and planning related logistical and administrative matters.
- Writes the periodic CPO program flyers.
- Monitors the quality of CPO programs by eliciting feedback and sitting in on programs from time to time. Provides feedback and guidance to facilitators.
- Assesses the need for new or revised programs for inmates and encourages volunteers best qualified to develop these programs.

#### *Volunteers*

- Recruits volunteers and, with interests and skills in mind, helps to match them up with appropriate programs.
- Works with directors of treatment to coordinate scheduling of volunteer orientations and publicize them in advance to ensure strong attendance. Attends prison orientations to greet and process new volunteers
- Maintains up-to-date computerized list of all volunteers and their relevant background and skills.
- Maintains periodic contact with active volunteers (particularly those leading programs) and

- consults proactively with them to identify issues needing attention and potential opportunities.
- Identifies ways to help volunteers feel appreciated in their roles and as part of the larger community of CPO volunteers.

#### *Communication*

- Arranges and speaks at public forums to inform the community of CPO's goals, activities, and volunteer opportunities in the prisons. Enlists the services of Board and Steering Committee members in this speaking activity.
- Attends, or recruits a volunteer to attend, the monthly Concord Clergy Lay Group (CCLG) to share CPO's programs and volunteer needs with local faith groups.
- Produces the periodic (typically twice a year) CPO Newsletter and elicits content from others. Also assists in producing regular notices to faith communities, as well as press releases. Ensures that notices of CPO programs and posters, as appropriate, are distributed to faith groups and prisons.
- Creates and distributes a monthly e-mail update on CPO and relevant DOC matters.
- Prepares information and updates for the CPO website, which is maintained by a volunteer.
- Prepares advance reports on CPO activities for distribution at the meetings of the Board and Steering Committee.
- Coordinates fund raising outreach efforts, including preparation of grant applications and contact with local faith communities, with assistance from the Board and Steering Committee members.
- Responds to telephone inquiries on the CPO phone line.

#### *Supervision*

- Supervises the work of the Administrative Assistant, and provides the AVP Coordinator with direction and guidance.
- Conducts periodic performance evaluations of the Administrative Assistant.

Additional responsibilities as needed

#### **Organization Description:**

The mission of Concord Prison Outreach (CPO), a volunteer, non-profit corporation, working cooperatively with the Massachusetts Department of Correction, is to help reduce recidivism through the development and delivery of educational and personal growth programs, principally at the Massachusetts Correctional Institution, Concord, and at Northeastern Correctional Center, Concord. CPO strives to prepare inmates for returning to society as responsible and productive citizens. To fulfill this mission, Concord Prison Outreach communicates regularly with local faith groups; recruits and supports volunteers; seeks the financial support of local faith communities, individuals and businesses; and informs the people of Concord and surrounding towns about current issues involving prisons and the criminal justice system in order to build awareness and understanding.

**Applicants should send a letter of interest and resume by September 15th to:**

Executive Director Search Committee  
Concord Prison Outreach, Inc.  
Post Office Box 383  
Concord, MA 01742

Or email to: [search@concordprisonoutreach.org](mailto:search@concordprisonoutreach.org)

**PLEASE INCLUDE "EXECUTIVE DIRECTOR SEARCH" IN THE SUBJECT LINE OF YOUR EMAIL.**

For more information about Concord Prison Outreach, please visit: [www.concordprisonoutreach.org](http://www.concordprisonoutreach.org)