

Employment Opportunities

EO-17-40
June 29, 2017

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
pwalker@LeadingAgeWI.org

Subject: Positions Available:
School Sisters of St. Francis, Milwaukee

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a one-time listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad. A one-time listing in Position Wanted is \$50 for a direct reply ad and \$75 for a blind ad. Blind ads for Position Wanted must be submitted with 10 copies of the applicant’s resume. Submit copy, not to exceed 150 words in length, with the appropriate remittance to the LeadingAge Wisconsin office. **Employment Opportunities are now included in our weekly *e-News* newsletter. Employment Opportunities must be submitted by close of business Friday prior to the week of the ad posting.** Ads submitted also are displayed on the LeadingAge Wisconsin web site which can be found at www.leadingagewi.org/employment-opportunities.

Position(s) Available:

EO-PA-298 Executive Director- Full-time position open for the hours of 8:30am-5:00pm with the School Sisters of St. Francis, located in Milwaukee, WI. This position is 80 hours per two-week pay period. Position may require overnight on call-duty and the ability to work during nonstandard hours when the need arises.

The Executive Director is responsible for the professional and efficient operation of the facility and its departments that include Maintenance, Environmental Services, Security and Food Services, as well as marketing and managing rental space, and working with employee and tenant concerns. The Executive Director is responsible for providing leadership and strategic direction as well as the overall operational management of St. Joseph Center in supporting the strategic directions, goals and objectives established by the Congregational Leadership and the School Sisters of St. Francis (SSSF). In order to provide quality life and service for staff and tenants, the Executive Director plans and directs all functions of the institution through departmentalization and the delegation of duties. All activities are in keeping with the overall policies established in accordance with the mission, philosophy and values of the SSSF.

Bachelor's Degree required. Minimum of three to five years of progressive experience and responsibility in facilities management;—three to five of which were holding a supervisory position directing a multifunctional staff.

Please contact Regina Sloan-Harmon...rsloan-harmon@sssf.org or 414-385-5229

It is the policy of School Sisters of St. Francis to provide **equal employment opportunity (EEO)** to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status ...