

ANNOUNCEMENT of Search

School Sisters of Notre Dame Educational Center (SSNDEC) Executive Director

The SSND Educational Center, Inc. located in Queens, New York empowers underserved women of all races and faiths to reach the fullness of their potential. Two programs, English as a Second Language (ESL) and High School Equivalency (HSE), are offered to women 20 and older in a small faith-based non-profit. This School Sisters of Notre Dame sponsored Center is rooted in the belief that women are agents of transformation for the family, society, and the world.

The Executive Director is responsible for carrying out the mission of the Center as well as leading the staff in planning and visioning. Key to this responsibility is the SSND vision of education as stated in the Constitution of the School Sisters of Notre Dame: *enabling persons to reach the fullness of their potential as individuals created in God's image and assisting them to direct their gifts toward building the earth.*

For a full job description, please click on the following link:

<https://bit.ly/455o76c>

Please send a letter of interest which includes your philosophy of education and leadership, a resume and three professional references to apply.ssndec@gmail.com

Salary Range of \$60,000 to \$72,000 plus benefits.

Review of applications has begun.

Process will be closed when a suitable applicant is selected.