



JOB DESCRIPTION

Job Title: Chief of Staff

Reports to: Chief Financial and Administrative Officer

ABOUT BROAD STREET MINISTRY:

Broad Street Ministry is an organization that helps Philadelphians living in deep poverty stabilize their lives through a unique offering of meals and social services that is welcoming to everyone. Our long term vision is not only to meaningfully reduce the trauma and suffering caused by scarcity for Philadelphia's most vulnerable populations, but, along with best-of-class social services and government partners, to break the cycle of poverty, homelessness and hunger in Philadelphia.

POSITION SUMMARY:

The Chief of Staff reports to the Chief Financial and Administrative Officer (CFO). The Chief of Staff is the primary liaison between the executive office and BSM staff and oversees all human resource responsibilities including: recruitment, compliance, benefits, compensation, employee relations, and administrative resources. She/he/they will be responsible for supporting the organization with contracts and memorandums of understanding that support and protect our mission and ensure strategies and initiatives are met. She/he/they will oversee all the administrative aspects of the BSM facility, including contracts and vendor relations and will also ensure that BSM's facilities remain in good condition and able to support institutional priorities. BSM is especially interested in candidates who can contribute to the diversity within our organization and assist in building an equitable and inclusive community.

DUTIES AND RESPONSIBILITIES:

Administration and Human Resources

- Provide overall internal leadership for BSM staff and lead internal HR function, including management of outsourced HR expertise.
- Integrate the skills and expertise of a talented team of professionals. Inspire, motivate and support staff in ways that reinforce and support the BSM mission and goals.
- Support an environment of collaboration and accountability, where roles and expectations are clearly established, but flexibility is highly valued and creativity is welcomed.

- Design and implement programs and activities that increase the level of staff understanding of trauma-informed, harm reduction methodologies, conflict de-escalation, respect in the workplace, self- and group-care, and other general principles and practices in alignment with BSM's, mission, vision and values.
- Partners with management to ensure HR policies and programs are aligned with strategic initiatives.
- Manages the annual performance management process.
- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.
- Assist department managers in creating processes and procedures that support employee engagement, professional development, and departmental efficiencies.
- Lead, maintain, and coordinate BSM relationships with its numerous service partners, both onsite and offsite.
- Other duties and responsibilities as assigned.

Operations

- Oversees workspace assignments, building safety procedures and facility operations as it pertains to staff needs and the physical plant.
- Coordinate and oversee contractors who support our operations in collaboration with facilities staff and program staff.
- Oversee workspace assignments, building safety procedures and facility operations as it pertains to staff needs and physical plant.
- Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity.
- Ensure operational activities remain on time and within a defined budget.

Board Administration

- Coordinating and administering activities related to the Board of Directors and related board committees.
- Working closely with C-suite leadership in support of organizational-wide efforts including audit, events and initiatives.
- Work closely with C-suite leadership to manage flow of communications between leadership and board, capture minutes from all board and subcommittees meetings as well as oversee all organizational communications related to the board.

QUALIFICATIONS AND SKILLS:

- 3-5 years of professional experience.
- Demonstrated experience managing teams, systems, and processes for organizations.



- Proficiency in Microsoft Office products (Word, Excel, PowerPoint), Google Workspace, email and social media skills; knowledge of databases or desktop publishing preferred, but not required.
- Demonstrated experience in exercising discretion, confidentiality, integrity, professionalism, and independent judgment.
- Proficient skills in collaboration and communication effectively with employees across all levels of the organization.
- Excellent client management skills.
- The ability to work effectively both independently and in a team environment.

OTHER:

The mission of Broad Street Ministry is to transform our city, our institutions, and ourselves by embracing the individual needs of our most vulnerable sisters and brothers, and by embracing radical hospitality. We believe that the only way to achieve that mission is to have a diverse staff that is representative, at all job levels, of the citizens we serve.

Broad Street Ministry does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, criminal record, or any other status protected under federal, state, or local law. Broad Street Ministry believes that diversity and inclusion among our staff is critical to our success as a community services organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

This position is located at Broad Street Ministry, 315 S. Broad Street.

Salary Range: \$65,000 – 70,000 Annually. The successful candidate will receive a competitive compensation package that includes: medical, dental, and vision, 401(k) retirement plan, paid holidays and PTO.

To apply for this position, please send your resume, cover letter, and 1 or 2 work sample(s) to: employment@broadstreetministry.org. Indicate "Chief of Staff" in the subject line of your email.

Work sample instructions: Please submit 1 or 2 work samples that demonstrate how you communicate clearly with staff. We would prefer to see a work sample that you created independently, it is completely fine to redact confidential information from work samples as needed. Potential work samples might include the following: a detailed email to staff explaining HR benefits enrollment, a project plan for an initiative you oversaw, Standard Operating Procedures you have drafted, etc.



If you have any concerns about being able to provide samples from your past roles, please do not hesitate to reach out to discuss an alternative solution.