



DIRECTOR, INTERNATIONAL SEAFARERS' CENTER – PORT NEWARK, NJ

The Seamen's Church Institute (SCI) is North America's largest mariners' service agency with an annual operating budget in excess of \$7 million. Founded in 1834, SCI provides pastoral care services, maritime education and training, and mariner advocacy for the workers who transport billions of tons of cargo each year across the world's oceans and along our nation's inland waterways.

Summary

The Director, International Seafarers' Center (ISC), manages SCI's Port Newark facility while directing key operations within multiple sites of the Seamen's Church Institute (SCI).

Duties and Responsibilities

- Leads SCI's Port of New York & New Jersey outreach to seafarers, including site hospitality, ship visits, local van transportation for seafarers, and related services.
- Leads SCI's outreach, reputation, and visibility within the Port of New York & New Jersey community, building relationships with key stakeholders and strategic partners within the community.
- Leads and manages SCI's International Seafarers' Center (ISC) facility, staffing, related budgets, vendors, daily workflow, and risk/reputation management.
- Manages the Chaplains and Chaplain Associates (non-stipendiary) in the Port of New York & New Jersey including port relations, ship visiting, church visits, and other goals and objectives.
- Supervises the Operations staff including reception, maintenance, and drivers.
- Manages the financial services activities of the ISC, e.g., reconciliation of phone cards, Money Gram, money orders, etc.
- Liaisons with SCI's Develop team for Port Newark outreach and development opportunities.
- Oversees SCI's third-party IT and telephony consultants, including fixed asset acquisitions, dispositions, and repairs; manages, maintains, and records the inventory of the organization's fixed assets (i.e., personal computers, copiers, and all system infrastructures) in collaboration with Finance. Ensure all offices and stakeholders can operate efficiently with appropriate tools.
- Works closely with the SCI Center Directors to ensure that all facilities are well maintained with updated capital forecasts and related contracts in force.

- Manages the SCI vehicle fleet, both leased and owned, by ensuring they are regularly inspected and maintained and replaced on a regular schedule.
- Respects the religious values and cross-cultural realities that drive maritime ministry exhibiting the agility and emotional intelligence that contributes to a healthy work culture.
- Represents the organization professionally in all ports and other institutions as appropriate.
- Performs other responsibilities and duties as assigned.

Disclaimer

The above statements are intended to describe the general nature and level of this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. As a mission-driven non-profit organization, all personnel may be required to perform duties outside of their normal responsibilities, as needed.

Requirements

This full-time position requires a unique set of skills and experiences. The ideal candidate may emerge from a variety of backgrounds and vocational paths: e.g., an Episcopal priest who has served in a corporate/resource-sized parish; a former U.S. Coast Guard officer or senior enlisted personal with a port state or safety background; a former port authority manager with experience leading a team; a former U.S. Navy Chaplain Corps officer; or someone with a strong background in logistics and team management.

This position is based at SCI's International Seafarers' Center in Port Newark, NJ and does not allow for remote work. SCI offers a competitive salary, generous paid leave, comprehensive insurance options and matching 403(b) retirement savings plan.

Interested candidates should submit a cover letter and resume to Val Soto-Waller, Director, Human Resources vsoto-waller@seamenschurch.org

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