



Position announcement: DIRECTOR, INTERNATIONAL SEAFARERS' CENTER

The Seamen's Church Institute | seamenschurch.org

Summary of Position

The **Director of the International Seafarers' Center (ISC)** leads the Seamen's Church Institute's (SCI) Port Newark facility and port community outreach, while managing technology operations of SCI offices.

Duties and responsibilities

- Leads SCI's Port Newark outreach ministry to seafarers, including site hospitality, ship visits, local van transportation, church visits, and related services
- Administers ISC's facility, staffing, related budgets, vendors, daily workflow, and outreach to the larger Port community
- Visits ships and drives an SCI van as needed
- Compiles data and prepares reports on services provided by ISC staff and facilities
- Liaises with SCI's Director of Development for Port Newark community and institutional outreach
- Represents SCI at industry events, including participation on certain boards, councils, and other approved organizations
- Coordinates all SCI technology, including acquisitions, dispositions and repairs; keeps inventory of SCI's fixed assets (i.e., buildings, personal computers, copiers, vehicles, etc.) in collaboration with Finance
- Oversees external I.T. and telephone services, plus all system infrastructures to assure all staff operate efficiently with appropriate tools
- Manages Port Newark vehicle fleet, both leased and owned, ensuring they are inspected, maintained, and replaced on a regular schedule
- Orients all employees on the most current technology and SCI computer-use policy during the onboarding process
- Performs other responsibilities and duties as assigned

Minimum requirements

- BA/BS degree and minimum of 5 years' management experience with a church or other nonprofit organization
- Respect for the religious values and cross-cultural realities that drive maritime ministry exhibiting the agility and emotional intelligence that contribute to a healthy work culture
- Willingness to work outside of regular hours when required
- Excellent writing and communication skills
- Valid driver's license and eligibility for a Transportation Worker Identification Credential (TWIC) card to enter port facilities

Salary for this full-time position is competitive and commensurate with experience.

Benefits include medical/dental insurance, matching 403(b) plan and 30 days of PTO per year.

Interested candidates should email a resume and cover letter to: **humanresources@seamenschurch.org**