

ALBANY CAMPUS COORDINATOR

Ophelia's Place is a prevention-based nonprofit organization located in Eugene, OR dedicated to helping girls ages 10-18 make healthy life choices through empowerment, education and support. For more information visit our website at www.opheliasplace.net.

Albany Campus Coordinator

Hours: 1 FTE (40 hours/week), availability on weekdays, periodic weekends, and some evenings

Salary: \$16-\$22/hour and benefits package

Position Description:

The Albany Campus Coordinator's key areas of responsibility will be coordinating and delivering school-based services, developing relationships with community partners, and oversight of an Ophelia's Place Albany campus site. Other responsibilities include training and supervision of Albany campus volunteers, as well as supervision of the Albany Skill Building Coordinator. The Albany Campus Coordinator will collaborate with community members, Ophelia's Place staff, interns and other community agencies to offer gender-specific services in local schools and onsite. Albany Campus Coordinator will provide direct services to youth including screening for services, resource and referral, and ongoing support. The Albany Campus Coordinator will report to the Program Director and be committed to developing activities and a positive environment for girls with diverse backgrounds, experiences and abilities.

Knowledge, Skills and Abilities:

- A Masters Degree or equivalent in social work, social sciences or related field
- Experience coordinating volunteers and/or supervising others
- 1 year of direct-service employment experience with youth
- Bilingual (English/Spanish preferable) and Bicultural strongly preferred
- Excellent organizational and time management skills; ability to handle multiple tasks with attention to detail and follow-through
- Experience leading groups of youth
- Experience coordinating with a team
- Knowledge of gender-specific and feminist issues (including domestic violence and sexual abuse), impact of trauma, cultural competency, and community resources
- Belief in strengths-based, collaborative approach
- Commitment to self-care and appropriate professional boundaries
- Experience with Powerpoint, Excel, Word, Adobe, and email software
- Ability to pass a drug test and criminal background check, and a valid driver's license

Application deadline is July 16, 2017.

Mail or email cover letter, resume and at least one letter of recommendation to:

Laura Sanchez, Program Director at

laura@opheliasplace.net

1577 Pearl Street, Suite 100, Eugene, OR 97401

www.opheliasplace.net