

ALBANY PROGRAM DIRECTOR

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 Program Director

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

Salary: \$20-\$24/hour and benefits package

Position Description:

The Albany Program Director'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. Other responsibilities include training and supervision of Albany campus volunteers, as well as supervision of the Albany Youth Activities Coordinator. The Albany Program Director will collaborate with community members, Ophelia's Place staff, interns and other community agencies to offer gender-specific services in local schools and onsite. The Albany Program Director will provide direct services to youth including screening for services, resource and referral, and ongoing support. The Albany Program Director will report to the Executive Director and be committed to developing activities and a positive environment for girls with diverse backgrounds, experiences and abilities.

Knowledge, Skills and Abilities:

- A Master's Degree or equivalent in social work, counseling, or related field REQUIRED
- 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

Position is open until filled.

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

Verna Wise Matthews, Executive Director at

verna@opheliasplace.net

1577 Pearl Street, Suite 100, Eugene, OR 97401

www.opheliasplace.net