

ALBANY SKILL-BUILDING 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.

Hours: .75 FTE (30 hours/week; availability on weekdays, periodic weekends, and some evenings)

Salary: \$14-17/hour and benefits package

Position Description:

The Albany Skill-Building Coordinator's key areas of responsibility will be to plan, schedule and coordinate facilitation of skill-building activities and summer programming at Ophelia's Place Albany site. The Albany Skill-Building Coordinator will collaborate with Ophelia's Place staff, interns and other community partners to offer gender-specific services. The Skill-Building Coordinator will be committed to developing activities and a positive environment for girls with diverse backgrounds, experiences and abilities.

Knowledge, Skills and Abilities:

- Bilingual (English/Spanish) and bicultural strongly preferred
- Higher education preferred in area of recreation or related field
- At least 1 year of experience with community collaboration, planning and implementing events and activities, experience with youth preferred
- Excellent organizational and time management skills; ability to handle multiple tasks with attention to detail and follow-through
- Experience coordinating with a team
- Knowledge of gender-specific and feminist issues, 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 31, 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