

JUNCTION CITY SITE 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.

Junction City Site Coordinator

Hours: .75-1 FTE (30-40 hours/week), availability on weekdays, periodic weekends, and some evenings

Salary: \$16-\$22/hour and benefits package; +5% bilingual pay differential

Position Description:

The Junction City Site Coordinator's key areas of responsibility will be oversight of the Ophelia's Place Junction City site and after-school drop-in, developing relationships with community partners, and coordinating youth activities. Other responsibilities include training and supervision of Junction City volunteers. The Junction City Site 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. The Junction City Site Coordinator will provide direct services to youth including screening for services, resource and referral, and ongoing support. The Junction City Site 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 Bachelor's Degree or equivalent in family and human services or related field
- Experience coordinating volunteers and/or supervising others
- 1 year of direct-service employment experience with youth
- Bilingual (English/Spanish) REQUIRED and Bicultural strongly 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 (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 period is open until the position is filled.

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