

JOB OPENING – ALBANY AFTER & OUT OF SCHOOL (AOS) 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: 1.0 FTE (40 hours/week), availability on weekdays until 6pm, periodic weekends, and some evenings

Salary: \$18/hour and benefits package; +5% bilingual pay differential

Benefits:

- 19 days of paid time off (PTO) annually
- 10 paid holidays
- 100% employer paid medical, dental and vision insurance for staff member
- Health Reimbursement Account (HRA) for medical expenses not covered by insurance
- Access to professional development funds, depending on supervisor's approval

Position Description: The Albany After & Out of School (AOS) Coordinator's key areas of responsibility will be oversight of the Ophelia's Place Albany site AOS program, which includes after-school drop-in, developing relationships with community partners, and coordinating youth activities. Other responsibilities include supervision of Albany interns and volunteers. The Albany AOS Coordinator will provide direct services to youth including screening for services, resource and referral, and ongoing support. The Albany AOS Coordinator will report to the Site Director and be committed to developing activities and a positive, inclusive 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
- Minimum of 1 year of direct-service employment experience with youth
- Bilingual (English/Spanish) 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 deadline is April 15, 2020

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

Anna Mihalyo, Executive Assistant at anna@opheliasplace.net

1577 Pearl Street, Suite 100, Eugene, OR 97401

www.opheliasplace.net