



## JOB OPENING: SITE 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](http://www.opheliasplace.net).

**Hours:** 1.0 FTE (40 hours/week), availability on weekdays until 6pm, periodic weekends

**STARTING Salary:** \$48,000-55,000/year and benefits package, DOE; +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 Site Director's key areas of responsibility will be oversight of multiple Ophelia's Place sites in the mid-Willamette Valley, including direct service staff supervision and facilities management. Other responsibilities include training of Ophelia's Place interns and volunteers, community outreach and program evaluation. The Site Director will report to the VP of Programs and be committed to ensuring a positive, inclusive environment for girls with diverse backgrounds, experiences and abilities.

### **Knowledge, Skills and Abilities:**

- Minimum of a Bachelor's Degree or equivalent in family and human services or related field; Master's degree preferred
- Significant experience in staff supervision
- Minimum of 2 years 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 two letters of recommendation to:

Anna Mihalyo, Executive Assistant at [anna@opheliasplace.net](mailto:anna@opheliasplace.net)

1577 Pearl Street, Suite 100, Eugene, OR 97401

[www.opheliasplace.net](http://www.opheliasplace.net)