

## PURPOSE OF POSITION

**To serve the church in its mission to assist homeless mothers with children through the provision of shelter, education, parent and work training and other resources to promote a flourishing life.**

## RESPONSIBILITIES

- Lead weekly staff meeting.
- Supervise staff and volunteers in key positions.
- Participate in the development of an annual budget and ensure departments operate within budget.
- Participate in the development of annual goals and quarterly follow up for all of the Washington Family Hope Center department areas.
- Ensure operational policies and procedures for the Washington Family Hope Center are up to date, communicated, and implemented.
- Ensure the online ministry calendar is kept up to date with special events or important notices and staff/volunteer schedules.
- Ensure weekly inventory and acquisition of supplies for ministry operations.
- Ensure the cleanliness and safety of the building and property.
- Ability to operate, if needed, all of the Washington Family Hope Center department areas.

## ORGANIZATIONAL RELATIONSHIPS

- The Washington Family Hope Center Director reports directly to the Director of Mission Operations and works alongside the Care Coordination Director. All other Washington Family Hope Center staff report to the Washington Family Hope Center Director.

## JOB REQUIREMENTS

- Strong leadership with previous experience in a non-profit organizational leadership position.
- Experience in leading family/children ministry preferred.
- Strong organizational and communication skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficiency in Microsoft Office operation.
- Ability to lead groups in work projects.
- Ability to develop budgets and understand general financial statements.
- Ability to work with direct reports to develop annual goals.
- Strong writing skills and ability to speak publicly.
- Critical thinking skills and ability to prioritize and make quick decisions.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Must be able to ascend/descend two flights of stairs regularly.
- A servant's conduct.