

Title: Women's Resource Center Manager **Exempt:** YES

POSITION SUMMARY:

Under the general supervision of the Senior Program Director for Women's Resource Center and Latino Family Center, the Women's Resource Manager manages the Women's Resource Department. The Women's Resource Center Manager is responsible for developing and coordinating the women's services programs, facilities and operations. The position represents the department on the Social Justice and Advocacy committees.

ESSENTIAL JOB FUNCTIONS:

- **Financial** – Develop and manage annual budget for the department. Responsible for resource development, fundraising, grants in conjunction with the Executive Director. Evaluate, research and purchase equipment for department use.
- **Best Practices** – Oversee all program implementation, evaluation and development related to the Women's Resource Center, Week Without Violence and other programs related to the core mission. Maintain, track inventory, and solicit donations for the Baby Basics Closet and Career Closet. Build relationships with community agencies for referrals and resources. Have a multiculturalism competency.
- **Human Resources** – Recruit, train, supervise, orient and evaluate staff and volunteers.
- **Communication** – Coordinate special projects and events, Organize press releases, brochures and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

EXPERIENCE REQUIREMENTS:

Three years of case management experience.

EDUCATIONAL REQUIREMENTS:

Bachelor's Degree from accredited college or university with a Human Services or Social Work degree.

SKILLS REQUIREMENTS:

- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. Daxko or equivalent).
- Ability to train, delegate and supervise staff volunteers.
- Ability to provide one-on-one education and referrals to clients in an unbiased and nonjudgmental manner.
- Should be a highly organized self-starter; independent and self-directed, creative, and detail oriented
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Responding and resolving complex community questions and concerns
- Working with senior management
- Program planning, implementation and evaluation
- Special Event Planning

WORK ENVIRONMENT:

Typically works in a professional office environment.

YWCA IS ON A MISSION

eliminating racism
empowering women
ywca

PHYSICAL REQUIREMENTS:

Ability to perform routine first aid tasks. Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs, setting up rooms

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

Employee Signature

Date

Executive Director's Signature

Date

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