

THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS
Assistant Director Job Announcement

Do AWESOME things that matter!

Do you want a job you can feel good about? Where you can see the positive impact of your contributions? Here is your chance to make a difference! Come work with an exceptional team of people at The Center for Violence-Free Relationships.

WHO WE ARE: The Center for Violence-Free Relationships serves domestic violence and sexual assault victims and their families. The Center is all about being a place that brings together smart, talented people from a diversity of backgrounds. We strive to be a place where you can bring your whole self to work. We've cultivated a truly unique workplace culture that encourages out-of-the-box thinkers who don't believe in the impossible. The Center is currently seeking a dynamic individual to join our team.

The Center for Violence Free-Relationships, located in Placerville, CA, is regarded as one of the most innovative and progressive domestic violence/sexual assault agencies in the state. The Center's groundbreaking programs and our demonstrated outcomes have been featured at the local, state and national level. Fulltime and eligible employees at the agency enjoy 12 paid holidays, paid vacation and sick time, and health benefits. The Center is a high performing organization requiring high performing employees who are passionate, skilled and dedicated to building healthy relationships, families, and communities free from sexual assault and domestic violence.

POSITION: Assistant Director

REPORTS TO: Executive Director

WORK WEEK: 40 Hours per week (Mon. - Fri., 8:30 AM - 5:30 PM; occasional evening and weekend functions)

STATUS: Exempt

POSITION SUMMARY:

The Assistant Director will support the Executive Director in departmental planning and monitoring progress towards goals and objectives; work to enhance productivity and ensure compliance with rules and regulations. The Assistant Director is responsible for assisting the agency in attaining productivity objectives, program expansion and employee satisfaction.

ASSISTANT DIRECTOR JOB BRIEF:

The Assistant Director will support the Executive Director in departmental planning and monitoring progress towards goals and objectives; work to enhance productivity and ensure compliance with rules and regulations.

The Assistant Director needs to be well-versed in performance and operations management. The Assistant Director needs to be a critical thinker and able to recommend solutions to solve problems before they become obstacles and provide input on the strategies for all aspects of organizational growth.

The Center for Violence-Free Relationships is an equal opportunity employer. People of color and survivors of domestic violence and sexual assault are encouraged to apply.

The Assistant Director is responsible for assisting the agency in attaining productivity objectives, program expansion and employee satisfaction.

AGENCY DESCRIPTION: The Center for Violence-Free Relationships is dedicated to building healthy relationships, families and communities free from sexual assault and domestic violence through education, advocacy and services in western El Dorado County.

PRIMARY RESPONSIBILITIES:

- Work with the Executive Director and leadership team to coordinate and supervise daily operations
- Ensuring compliance with regulations and internal policies
- Assist in developing and implementing goals and strategic plans for the agency and departments.
- Ensure compliance with regulations and internal policies
- Monitor attainment of staff and program objectives
- Undertake staffing responsibilities (hiring, training, evaluating etc.)
- Assist in budgeting and monitoring expenses
- Works with ED, CFO and Program Directors throughout the year to identify program needs and related costs and oversees an ongoing process to inform annual budget.
- Establishes timeline for strategic planning process at board and staff levels.
- Works with ED and leadership team to identify goals and success indicators
- Drafts plan for approval and collects data to indicate progress towards goals. Initiates discussions when strategies are not progressing as planned.
- Creates and submits to the Executive Director performance & operations reports
- The Assistant Director serves as the ED's representative and is authorized to speak on behalf of the ED when needed.
- Assumes leadership of projects and initiatives at request of ED.

Employee Management and Supervision:

- Works with Program Directors to establish program/department performance goals and objectives, monitors performance, and initiates feedback for Directors and Program Coordinators.
- Communicates management's position, organization information, and work changes to employees and carries out company policies and practices as delegated.

Qualifications:

- Proven experience as assistant director or other similar position
- Experience in performance and operations management
- Knowledge of relevant regulations and quality standards
- Proficient in MS Office, relational databases and software (e.g. Excel)
- Outstanding communication skills
- Experience with the development, implementation and facilitation of employee training programs
- Excellent organizational and leadership skills
- Aptitude in problem-solving
- Equivalent Experience and/or; BS/BA in business administration or related field; MSc/MA is an asset

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- Possess a valid California Driver's License, reliable transportation, and proof of current auto insurance.
- Maintain a clean Federal and State finger print report with no criminal history.
- Ability to obtain and maintain domestic violence and sexual assault certified training certificate.
- Ability to work nights and weekends and attend events.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

- Attend functions in evenings and on weekends when necessary.
- Sit for 75% of their working hours.
- Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
- Bend and stoop while filing.
- Twist and reach while at a desk or computer terminal.
- Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
- Hear and speak well enough to converse over the phone or in person at all times.
- Legally and physically able to drive their own and/or agency vehicles during and after work hours.

Accommodations may be made for some of above requirements. It is employee's responsibility to make their supervisor or other management personnel aware of any special needs that they may have.

Please send cover letter, resume, and salary requirements to Billie Feuerhelm BillieF@thecenternow.org

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