



# Assistant Women's Director

## Position Overview

The position is responsible for overseeing the operations at the Haven (Home of Grace for Women) while working closely with the Women's Director to carry out the objectives and goals of the Home of Grace.

The Assistant Director of the Haven is responsible for keeping the Director informed of organizational activities, progress, and issues; makes clear and sound recommendations for progress and/or improvements; and works closely with the Program Director to ensure the effective implementation of ministry programs at the Haven. This position is also responsible for administrative operations of the Haven, understanding and staying current with the needs of Haven clients, operating within budget, hiring and developing Haven employees, adhering to personnel policies, and promoting the organization to the public.

## Qualifications & Requirements

To perform this job successfully, an individual must have excellent oral and written communication skills. Must affirm our Statement of Faith and abide by the Christian Code of Conduct as a means to exemplify Christian behaviors and values to help accomplish our apostolic mission.

<b>Education</b>	Bachelor's Degree or higher
<b>Experience</b>	10 years or more management experience in substance abuse programs
<b>Reports to</b>	Women's Director
<b>Hours</b>	Full-time: 40 hours per week