JOB POSTING

**Position Title:** Assistant Director of Spiritual Life  
**Position Type:** Full-time salaried, exempt position with benefits  
**Reports to:** Director of Women & Children’s Center

**Background**  
Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and 50 women in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

**Job Summary**  
The Assistant Director of Spiritual Life is responsible for defining, creating, and managing the spiritual direction of clients at the Helping Up Mission, Inc. Center for Women and Children’s while adhering to the Core Values of the Mission.

**Primary Duties**
- Bring strategic oversite and direction, vision, accountability and training to Program staff and partners to integrate Spiritual Life and the Mission’s Core Values into all aspects of the HUM
- Maintain a curriculum for teaching, training, discipleship, mentoring, and class studies
- Provide appropriate support to the Women’s Spiritual Recovery Program (WSRP) communication strategies by identifying, capturing, producing, and promoting the spiritual recovery message
- Provide leadership to strengthen and improve the effectiveness of the Spiritual Recovery Program classes
- Innovate and deliver new means of effectively presenting the Spiritual Life Department message
- Provide pastoral care and support for HUM client families and individual residents
- Teach, preach, train in classes and Sunday services
- Focus on providing spiritual, ethical, and relational leadership to WSRP
- Supervises the Chaplain and other spiritual life staff and volunteers
- Oversees the operations of the chapel, special events, and program meetings
- Provide spiritual and pastoral counseling for clients
- Other duties as assigned
Job Qualifications

- Exhibit the Core Values of Helping Up Mission, Inc.
- Graduate Degree in Religious Education or equivalent degree
- Pastoral leadership experience at a senior level
- Strong personal faith
- Core character qualities needed are dependability, initiative, integrity, spirituality, flexibility, fairness, humility, and a servant’s heart
- Proficient in computer usage, particularly Microsoft products
- Ability to work effectively with individuals from diverse ethnic, cultural, and socioeconomic backgrounds in a fair, supportive, and cooperative manner
- Excellent writing abilities and data collection skills
- Strong analytic, problem-solving, and decision-making capabilities

Position offers competitive salary with an excellent benefits package. Interested candidates should email their resume and cover letter to businessoffice@helpingup.org Attn: Pamela Wilkerson