**Job description**

We are looking for a married couple to join us in working at a Christ-centered homeless mission in Carthage, MO. The positions are live-in positions as you work directly with our residents. You will provide support and counseling from intake to transition out of our shelter.

We are hiring from an Assistant Director and Assistant Operations Director.

The description below will give you an idea of what the position is like.

**Assistant Director**

**Position Description**

**Job Purpose**

The Assistant Director and Assistant Operations Director are responsible to the Executive Director for aiding in the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

**Primary Duties and Responsibilities**

The Assistant Director and Assistant Operations Director perform some or all of the following:

*Leadership*

· Identify, assess, and inform the Executive Director of internal and external issues that affect the organization

· Foster effective team work between the Executive Director and all other staff

· Act as a spokesperson for the organization

· Conduct official correspondence on behalf of the organization as appropriate

· Represent the organization at community activities to enhance the organization's community profile

*Operational management*

· Open and close facility when assigned. Lock (closing) and unlock (opening) main exterior doors and exterior door in women/family area.

· Occasionally staff reception area. Duties include answering telephone, conducting telephone intake interviews, take messages and answer all other inquiries.

· Oversee maintenance of facility with the help of volunteers

*Program management*

· Provide guidance to residents from intake to orientation and exit planning

· Provide spiritual nurturing to residents through counseling, teaching and mentoring

· Oversee the planning, implementation, execution and evaluation of special projects

*Financial planning and management*

· Work with Executive Director to prepare a comprehensive budget

· Work with the Executive Director to secure adequate funding for the operation of the organization

· Participate in fundraising activities as appropriate

· Approve expenditures within the authority delegated by the Executive Director

· Ensure that sound bookkeeping and accounting procedures are followed

· Provide the Executive Director with comprehensive, regular reports on regular activities

*Community relations/advocacy*

· Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization

· Establish good working relationships and collaborative arrangements with community groups, funders, politicians, volunteers and other organizations to help achieve the goals of the organization

*Other Duties*

Oversee donation inventory of food, clothing and furniture.

Plan and prepare meals