Position: Director of Women’s Ministries  
Department: Agape  
Schedule: Full-time, Exempt  
LNI: B-3 6509-4

Position Description: The Director of Women’s Ministries oversees the Agape Home for Women and Children at Lighthouse Mission Ministries (LMM). Agape is an emergency housing program that hosts up to 60 women and their children experiencing homelessness by providing case management, recovery support, and community living. The Director is responsible for care, leadership, and execution of the program including day-to-day operations and implementation of strategic direction. The incumbent will maintain strong partnerships with local social service agencies and represent LMM to the community at large.

Compensation to Include: PTO Package; Paid Holidays (11.5 days), 100% employer paid Medical, Dental, Vision, and Life Insurance for employee; 403(b) Contribution and Match up to 5%, Employee Assistance Program, Paid Training, and Education Reimbursement.

Responsibilities:

- Collaborate with the Chief Program Officer in creating and implementing a strategy to promote an environment of healing and restoration for guests in the Agape program.
- Ensure all program elements operate consistently with LMM’s mission, vision, and values. Uphold high standards of moral and ethical conduct throughout the program.
- Supervise, coach, and provide direction for case managers and other direct reports.
- Facilitate monthly department meetings and regular 1:1 meetings with direct reports.
- Provide oversight of the intake process for new guests, case management for families and single women, and the aftercare program for graduates.
- Meet weekly and collaborate regularly with the Programming Coordinator, Director of Men’s Recovery Services and the Director of Crisis & Outreach Services.
- Cultivate and maintain professional working relationships with ministry, governmental, and other social service agencies.
- Be accountable for the program budget and approved expenditures. Ensure in-kind donations are received and distributed in accordance with LMM policy.
- Develop and teach program curriculum, including the Genesis Process and topical classes.
- Organize program events including conferences, seminars, and field trips.
- Monitor and ensure compliance with LMM Child & Adult Protection Procedures.
- Provide direction to and create meaningful opportunities for volunteer and intern involvement.
- Maintain appropriate guest documentation in Mission Tracker.
- Attend speaking engagements and meetings with church and civic groups.
Organizational Relationships:

- Currently supervises a team of 6 direct reports
- Works alongside Program Directors, across departments, and with a variety of staff, volunteers, and interns.
- Reports directly to the Chief Program Officer.

Qualifications: The ideal candidate will have a combination of education, life, and work experience that demonstrates the ability to fulfill all aspects of the job description. To include a Bachelor’s Degree in Human Services, Addiction Recovery, Biblical or Christian Studies or closely related field along with 4+ years of directly related experience in ministry, emergency shelter, and/or recovery program management.

- A passion for evangelism, discipleship, serving Jesus, and making the Gospel known through mercy ministry. The ideal candidate will have an active church/prayer life and be in agreement with LMM’s Statement of Faith and Life & Personal Covenant.
- Expertise in case management, trauma informed care, and addiction recovery as well as experience working with the issues of homelessness, poverty, and domestic violence.
- Demonstrated supervisory experience and collaborative management skills to develop staff and program participants in a grace-based atmosphere.
- Possess creative problem-solving skills and ability to advise others in difficult or unique situations.
- Ability to manage emergency and/or confrontational situations.
- Capability to interact effectively and build positive relationships with a wide variety of people. Thrives in a fast-paced, team-oriented environment.
- Ability to help develop and operate within established policies.
- Excellent written and verbal communication skills.
- Must complete the following certifications within the first year of employment: Genesis Process Counseling, CPI Nonviolent Crisis Intervention, First Aid/ CPR/ AED, and Food Handling.
- Ability to successfully pass pre-employment criminal background screenings and comply with our drug-free workplace policies.

Physical Demands and Environmental Conditions:

- Ability to travel between program locations and to off-site meetings
- Intermittent high stress environment
- Standing 30%; walking 30%; sitting 40%
- Possible exposure to a variety of illnesses
- Ability to rapidly deal with emergency situations and respond outside of business hours as needed

Equal Opportunity Employer

Lighthouse Mission Ministries is both an equal-opportunity employer and a faith-based religious organization. Subject to all applicable state and federal laws, Lighthouse Mission Ministries does not discriminate in its employment practices or in the administration and dissemination of its programs and services. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e I(a)), Lighthouse Mission Ministries has the right to, and does, hire only candidates who agree with the Lighthouse Mission Ministries Statement of Faith.

http://www.thelighthousemission.org/

Revised September 2022