



Union Gospel Mission Position Description

POSITION TITLE: Women's Ministry Director (LifeChange)

REPORTS TO: Executive Director

SUPERVISES: Asst. WLC Director, Lead Case Manager, Children's Ministry Manager, Learning Center Coordinator, Office Support Coordinator

LOCATION: 3400 SW 103rd Beaverton, OR 97005

STATUS: Full-Time

WAGE: \$65k to \$75k plus Medical/Dental coverage, Housing Allowance, Matching 403 (b) retirement after one (1) year of service.

OVERALL POSITION DESCRIPTION:

Directs the overall programs, staff, and facilities for Union Gospel Mission's Women and Children's program (WLC).

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Responsible for developing and directing the overall operation of WLC that exemplifies excellent Christian-based programming to provide transitional housing and healing for families and single women
- To make sure all staff and program guidelines follow the grace/accountability program as established, including but not limited to self-evaluation process and accountability meetings
- Supervise the staff and lead weekly staff meetings to build a team approach to ministry
- Oversee the training and supervision of staff as well as volunteers
- Serve as point person for public tours and interaction with the public at large
- Submit an annual WLC budget and ensure operations stay within that budget
- Oversee and approve all expenditures of the WLC program
- Responsible for all WLC hiring, performance evaluations, and any necessary disciplinary actions of staff
- Responsible for ensuring the safety and cleanliness of WLC facilities and grounds
- Oversee the maintenance of program files for clients
- Work in cooperation with all other UGM departments as needed
- Meet with the Executive Director on a monthly basis
- Attend various UGM functions and meetings as needed
- Direct in such a way as to maintain a positive, pleasant, and Christian environment at WLC
- Assist with other duties as directed by Executive Director

JOB REQUIREMENTS:

- Previous management and administrative experience
- Excellent management, administrative, and interpersonal skills
- Excellent written and verbal communication skills
- Bachelor's degree in Social Services or related field from accredited college required; Master's degree preferred
- One year of counseling or case management experience with women preferred
- Team leadership experience preferred
- Have a concerned, caring heart for women and families in need
- Able to work in cooperation with the other UGM staff
- Have a strong love for the Lord and for people
- Must be of high integrity and character

ADDITIONAL INFORMATION:

- A criminal history and background check are required and must be successfully completed
- Ability to effectively handle multiple tasks as assigned
- Ability to walk up and down steps

QUALIFICATIONS:

Character: Strong commitment to the vision and values of Union Gospel Mission, have a passion for the gospel, and a desire to serve the homeless, broken, and addicted. Must be a follower of Jesus Christ and actively involved in a local Christian church. Must adhere to UGM's statement of faith and standards of conduct.

As a faith-based non-profit, UGM seeks individuals who align with our understanding of biblical and moral teaching as expressed in the UGM Statement of Faith:

We believe:

- The Bible is the Word of God
- There is one God, eternally existing as Father, Son, and Holy Spirit
- Jesus Christ was born of a virgin, lived a sinless life, died on the cross, rose from the dead, and will come again in power and glory
- People are saved by grace through faith in Jesus, and that faith is expressed by confession and repentance
- The Holy Spirit empowers believers to know and worship God

Please send resume and cover letter to Shannon Davidson at shannond@ugmportland.org.

Union Gospel Mission
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