**Job Title:** Resident Assistant / Intern

**Reports To**: Center Director

**Job Status**: FT/Salary

**Position Purpose:**

* Women who will assist with the administration of facility needs, ministry programs, and provide a staff presence at the facility during evenings, nights, and weekends. They will invest in the lives of all homeless guests by providing a witness for Christ and encouragement toward self-sufficiency in society. The candidate will live onsite within our safe, comfortable newly renovated Hope Center for Women.

**Position Requirements:**

* Born-again Believer in Jesus Christ with a respected Christian testimony and witness capable of leading others to saving faith
* Agreement with the SNHRM Statement of Faith
* Regular attendee at a Bible believing church
* Victory over any prior Substance Use Disorders
* Spanish as a second language would be a plus.
* Driver’s license preferred
* Satisfactory completion of a background check

**Primary Responsibilities:**

* Assist the staff in the administrative duties to support the maintenance of the facility, programs, and care of sheltered guests.
* Oversight of the facility when staff is not present, primarily evenings, weekends. Communicate to the staff any incidents requiring professional attention.
* Encourage all guests in the Hope of Christ.
* Assist in the administration of the nightly roster, overnight monitors, facility chores, and class schedules.

**Additional Responsibilities:**

* Participate in Staff Meetings
* Participate in activities that promote the mission and vision of the Mission.
* Establish positive relationships with Donors or Volunteers

**Education/Experience:** High School diploma or GED required.