

Josephine's Place
Position Description: Director of Administration

General Statement:

Josephine's place is a center for women sponsored by the Sisters of Charity of Saint Elizabeth. The mission of Josephine's Place is to provide space that will facilitate the empowerment of women, based on building a trust that promotes a freedom to be open and honest; creating an environment of women, in which women are to be respected; providing a space that will be reflective of the needs of women as they have expressed. The fulfillment of this mission will result in each woman having a sense of being respected affirmed and supported.

Position Summary:

The Director of Administration will supervise the daily operations of Josephine's Place. This will include the management of the office, technology, coordination of programs and recruitment and coordination of volunteers.

Responsibilities:

- Oversees network, administration and phone systems
- Coordinates recruitment of and manages volunteers
- Coordinate programs for skill development, for job training and leadership formation
- Coordinate office materials and equipment

Knowledge Skills and Abilities

- Excellent interpersonal and relationship building skills
- Flexibility and ability to work on multiple projects
- Excellent written and verbal communication and presentation skills
- Ability to create, design and
- Ability to work on a team
- Ability to use judgment, initiative and independence
- Ability to maintain confidentiality
- Ability to work with a diverse population
- Ability to use computers effectively with competency -

FLUENT IN ENGLISH AND SPANISH

Education and Experience:

- College Degree
- Management Experience....at least 3 years
- Experience in Assessment, Planning and Evaluation

Process for Application:

- Electronic submission of cover letter and resume. Due Dates:
August 23rd – September 15thjmertz2@aol.com