

COMMUNITY OF HOPE

POSITION ANNOUNCEMENT

- POSITION:** Program Assistant
- COMPENSATION:** \$16.50/hour
- JOB TYPE:** Part-time, generally 20 hours per week. Hours may be negotiable. Day, evening, weekend shifts available.
Potential opportunity for position to become full-time after 6 months.
- CLOSE DATE:** Position closes 5pm January 21st, 2019.



POSITION DESCRIPTION AND ESSENTIAL RESPONSIBILITIES

Community of Hope seeks to fill a mid-level program assistant position. The assistant will be responsible for administrative and programmatic oversight. Duties may include:

- Establishing a loving environment where families are welcomed and supported in healing
- Providing relational oversight, management, and accountability for shelter residents
- Mediating conflict resolution
- Initiating disciplinary or corrective action as necessary
- Modeling and encouraging effective communication skills
- Teaching classes
- Providing case management and referrals
- Developing a program for childhood trauma recovery
- Developing a program for following-up with residents after they move out
- Supervision and training of staff and volunteers
- Administrative tasks such as receiving, recording, and processing donations; maintaining receipts

QUALIFICATIONS AND PREFERRED CHARACTERISTICS

- Bachelor's Degree in Social Science field or a minimum of 3 years of experience working with at-risk families and children.
- Trained in Trauma Informed Care
- Time management and organizational skills required, including attention to detail and ability to handle multiple tasks.
- Demonstrated ability to problem solve, exercise independent judgment within program guidelines, and respond effectively to crisis situations.
- Willingness to give and receive appropriate and respectful feedback.
- Ability to work effectively as part of a team-dependent management process, and to provide leadership and support in a manner that models motivation, inspiration and respect.
- Good verbal and written communication skills
- Demonstrated knowledge of modern computer systems and applications, including Windows and Microsoft Office (Excel, Word, PowerPoint)
- **Compatibility:** willing to take on the vision of the Community of Hope and implement it, adding to it with their own gifts and insights.
- **Cultural Appreciation:** desire to work in a multicultural environment and maintain effective, positive, and respectful relationships required.
- **Compassion:** able to see beyond the trauma-induced behaviors of the families we serve and be welcoming and encouraging no matter what.
- **Confidentiality:** able to talk about confidential matters with whom it is necessary and not with anyone else.
- **A person of faith:** able to be open to God's grace and to share it with others effectively.

OTHER QUALITIES OF THE IDEAL CANDIDATE

- First-hand knowledge or experience working with those undergoing the drug treatment experience
- Event planning, donor engagement, and/or fundraising experience
- Eye for design and marketing, both in print and online (social media, e-newsletters, etc.)

HOW TO APPLY

To be considered, submit a (1) cover letter indicating how your experience and skills align with the description and essential skills of this position, as well as your church and/or faith affiliation, (2) your resume, (3) names, titles, and contact information for three references, and finally;

(4) On a separate page, answer the following prompts (total 1000 words or less):

- *When faced with adversity I tend to . . .*
- *Effective communication means. . .*
- *Hope, healing, and stability. Which one speaks to you the most right now and why?*

Send all documents as PDF attachments by email to lindajo@communityofhopepdx.org with the subject line "PROGRAM ASSISTANT".

ABOUT COMMUNITY OF HOPE

Community of Hope exists to empower homeless single-parent families to cultivate hope, healing, and stability while living in a safe, supportive environment. Community of Hope began as a collaborative effort by the Church in North Portland in the spring of 2012 and has since grown to have the capacity to serve up to eight families at a time. That means that in the year between September 2017 through August 2018 40 families called Hope House home. Our program is 100% referral based and while we accept families from all around the Metro area, because place and stability matter, preference is given to North Portland families.

Building on the inherent strengths of families, our staff provides holistic, trauma-informed care to empower parents to hold a job, manage finances, steer clear of addictions, develop positive relationships, grow in parenting skills, and make healthy life choices, all in the context of beautiful, messy community life. To learn more visit communityofhopepdx.org.