

## CHRISTIAN AID CENTER

### Job Description: **Director of Women and Children Services**

**Department:** Women and Children Services  
**Reports to:** Executive Director  
**Employment Status:** FT, Mon-Fri 8-5 pm, on-call

#### **Duties & Responsibilities:**

The Director of Women and Children is responsible for:

- Overseeing a staff of up-to 10 people
- Managing department budget
- Overseeing the emergency shelter
- Overseeing long-term (up to 2 years) residential recovery program
- Managing all aspects of delivery of services and collaboration with:
  - agencies as well as churches and other volunteers that serve at the CAC.
  - leadership team to plan, implement, evaluate and modify ministry practices to match vision of the CAC.

#### **Qualifications:**

- A keen manager of people—ability to hold accountable while maintaining relationship w/ staff and guests.
- The ability to execute plans that reflect the overall strategic ends of the Christian Aid Center.
- Have strong interpersonal skills, including ability to diffuse conflict, maintain composure and treat all staff and guests with dignity and respect.
- The ability to create an environment that instills dignity and value in those who reside at the Christian Aid Center and promotes transformational growth.

#### **Essential Functions:**

- Effectively manage the staff at the Christian Aid Center in:
- Developing, delivering and assessing addictions recovery, spiritual formation and life skills programming.
- Collaborating with Volunteer Coordinator in providing ongoing support and training.
- Assisting in developing goals, outcome measurement, and reporting processes to executive team and board
- Enriching a Christ-centered ministry culture by:
  - modeling spiritual vitality and growth.
  - providing ongoing training in spiritual growth for guests and staff.

- Providing Executive Director with strategic input regarding budget, ministry growth, staffing and personnel development and program effectiveness
- Communicating to the public, donors, staff and volunteers when needed.
- Participate within direct ministry to the guests of the CAC according to your areas of personal gifting (teaching, worship etc.)
- Collaborating with WWU regarding the RA and intern program
- Learn and oversee the building operation and functions
  - Security (cameras and doors) program
  - Scheduling filter cleanings and replacements
  - General building operations in the kitchen, courtyard, air control, etc.

**Knowledge, Skills & Abilities:**

- College degree in related field preferred
- Ten years of relevant management experience preferred
- Excellent communication skills
- Strong leadership and team building skills
- Good strategic thinking, planning and organizational ability
- Experience and understanding of discipleship
- Ability to develop budgets and manage expenses
- Self-starter and strategic thinker
- Prompt and thorough in job performances

**Personal Attributes & Values:**

- A personal relationship with Jesus Christ and a testimony of continuing growth in faith
- Adheres to the CAC Statement of Faith and Code of Ethics
- Committed to leading through a relational philosophy of grace and truth
- Passionate about life transformation
- Integrity
- Attitude and expectation of excellence

Referrals required.

**How to Apply:**

If you or someone you know is interested in this job, please send a cover letter/email and resume to [jwicklund@christianaidcenter.org](mailto:jwicklund@christianaidcenter.org).

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**About the Christian Aid Center:**

With almost 75 years of rescuing and restoring lives in the Walla Walla Valley, the Christian Aid Center—Walla Walla Rescue Mission (CAC) is one of the first places that hurting individuals seek when in time of need and despair. In 1946, CAC started as a soup kitchen and chapel for men, and in time evolved into a homeless shelter.

Today, while we still address the same basic needs of sheltering and feeding needy men, women and children; we ultimately offer the opportunity for real-life change through long-term programming.

An average of 60 individuals find refuge at our shelter every night, and we provide breakfast and dinner daily for anyone in our community who is hungry—resulting in more than 47,000 meals served every year. Other services include food giveaway, child care, wellness clinic, barbershop, life-transformation programs, referrals, spiritual encouragement and volunteer opportunities.