

**Job title: Director of Administration**

**Reports to:** Executive Director

**Collaborates with:** Program Director



Looking for a woman with a strong faith, excellent administrative, organizational & managerial skills to join our team. The operations coordinator will serve as a member of our leadership team to strategically plan for the future.

As a new and growing organization, we are constantly evolving to meet the needs of the women we serve thus being flexible and willing to adapt and change is essential. The right person for this role will have the opportunity to grow in leadership at Project 2 Restore as we expand our mission in serving survivors.

While this role is primarily for the oversight of the “operations” side of the organization, interaction with our residents comes with the job. We are moment by moment utilizing trauma-informed practices in the relationships we model in the workplace with each other and with residents. As an organization, we are committed to ongoing training in areas of mental health, recovery, and life skills to provide excellence in our program for the benefit of survivors of sex trafficking.

Must be able to manage relational boundaries in a compassionate manner and lovingly enforce policies and procedures.

**A Day in the Life of the Operations Coordinator:**

- Hybrid work opportunity. Two to three days from home, 2-3 onsite in office as it is likely to be needed at the residence to support staff from time to time.
- We need someone who enjoys working with a small team in a faith-filled residential setting where it can often feel like a family. Must be willing to share “on-call” responsibility in the event of an emergency or crisis.
- Based on experience, we believe that the best fit for this position is an individual that is passionate about our mission while also being spiritually healthy and emotionally strong, as this position can at times seem overwhelming because you know you are impacting God’s Kingdom.

**Our Core Values are:**

Grace: easily forgives others so the team can move forward.

Trustworthiness: honors your word; is professional; keeps information confidential as appropriate.

Collaboration: works well with others and seeks to brainstorm for solutions that benefits the team, the mission, and residents.

Authenticity: to be self-aware of your emotions, values, and competencies; does not compromise beliefs or convictions for the comfort of others; accepts responsibility.

**Testimonials:**

*Volunteer:*

Volunteering is a rewarding experience. We come alongside women who have come from hard places, teaching them life skills. We encourage them to overcome obstacles through mentoring. Ultimately, pointing each one to the one who can redeem their life, Jesus.

*Volunteer:*

Project 2 Restore is dedicated to receiving women into our home with open arms. Our desire is that they feel safe, loved, and cared for. We believe that each woman in our program is unique and valuable. No matter what trauma they have experienced in their life, there is a path of restoration through faith. As a volunteer, I have seen and felt the pain they carry. But I have also seen how loving them and developing a trusting relationship with them can begin the healing process. The program is designed to help each one physically, emotionally, mentally, and spiritually. Our goal is that by walking beside them on this journey they will be able to live in freedom for the rest of their lives.

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**The primary areas of responsibility are:**

- Residential/Development Operations: Responsible for managing a resourceful team of volunteers in every area of the ministry. Developing systems to recruit, orient & maintain relationships to keep them engaged or available.
- Support Executive Director in the development of donor strategies, donor data management, engagement and communications to grow our donor funding base.
- Human Resources: Onboard new hires; create and maintain staff files; address staff issues timely; be a solid role model for communication; lead staff development and work collaboratively with the Program Director. Support staff in the areas of technology and communications.
- Financials: Create and maintain reporting documents from our budget based on requests from Board of Directors and grant reporting; prep information for quarterly board meetings; collaborate with bookkeeper on payroll, accounts payable and budget. Work with the Program Director to ensure actual expenditures are in line with the annual budget.
- Property Management: Develops & oversees systems, policies and procedures of Residential Property in addition to ensure timely maintenance for the interior and exterior of the property; create a calendar system with reminders to ensure nothing gets missed; ensure supplies are on hand and reordered. Needs strong familiarity with security and technology to support property.

**QUALIFICATIONS**

- Bachelor's degree in human services, psychology, social work, counseling, or related field preferred
- Experience with management or human resource processes
- Experience in a supervisory role
- Demonstrated leadership skills in a team environment.
- Knowledge of/experience with trauma-informed therapeutic approach and environment
- Willingness to learn about the field of service provision to our population, with the characteristics of flexibility and creativity & collaboration.
- Experience with problem-solving, conflict resolution, and crisis management
- Proficient in computer use and Microsoft Office applications, Google Workspace
- Excellent time-management and organizational skills
- Excellent oral and written communication skills