**SHALOM CENTER**JOB DESCRIPTION

**Position: Resource Center Director *(Non-exempt/Salaried)*Department: Administration  
Reports to: Executive Director**

**Salary Range: based on experience**

**Job Summary:** This position oversees the Resource Center program and participates in administrative functions of the organization as necessary. The Shalom Center, a fast-growing nonprofit, is looking for a Resource Center Director to lead and manage the expansion and development of our Resource Center used daily by community members. The position is full-time. You’ll work in a collaborative network that is having an impact every day on the front lines of providing resources and services to the homeless and low-income populations.

**Responsibilities and Duties:**

* Help the Shalom Center through research, prioritize, identify, and evaluate the current needs in our community to determine gaps in services.
* Oversite, develop, and implementations of programs and services.
* Assess barriers to individuals and families experiencing homelessness to determine their housing and services needs.
* Ensures the program includes activities that contribute to the cognitive, social, emotional, and physical well-being and growth of each
* Promote the Resource Center on social media, on our websites, and at conferences and workshops.
* Work with donors on obtaining specific needs for the Resource Center.
* Manage and facilitate the Shalom-To-Home program alongside the Shelter program team.
* Help link Shalom Center resources to those of our partnering agencies around the community.
* Help to respond to requests for assistance from partnering agencies.
* Create, manage, and maintain data around the service number within the resource center.
* Identify areas to improve the Resource Center.
* Employ Housing First standards and principles to ensure low-barrier access to housing
* Works on strategy, community relations, advocacy, organizational, and other projects as needed.

**Knowledge, Skills, and Experience:**

1. Comprehensive knowledge and understanding of homelessness and related issues.
2. Demonstrated critical thinking, problem-solving, and decision reaching skills.
3. Ability to work in a team atmosphere, be flexible, exhibit a professional demeanor and maintain a positive attitude.
4. Strong organizational and supervisory skills.
5. Excellent written and oral communication skills.
6. Familiarity with computer operation.
7. Skilled in Microsoft Office Word and Excel and other computer software application.
8. Values professional development and training.
9. Comfortable working and values working with a diverse population.
10. Values professional development and training.
11. Hold consistent staff/team meetings.
12. Valid driver’s license and access to a vehicle for use on the job

**Education & Work Experience**

1. Bachelor’s degree in human services or related field or equivalent work experience. An equivalent combination of experience and education that would provide the required knowledge and abilities may be considered.
2. 1-3 years of experience in community development and program management.
3. 2 or more years of supervisory experience.

*Equal Opportunity Employer: The Shalom Center is a strong believer in diversity and welcomes applicants regardless of race, color, creed, religion, gender, sexual orientation, national origin, ancestry, citizenship status, or disability.*