

JOB OPENING – ALBANY AFTER & OUT OF SCHOOL (AOS) COORDINATOR

Ophelia's Place is a prevention-based nonprofit organization located in Eugene, Junction City, and Albany OR dedicated to helping girls ages 10-18 make healthy life choices through empowerment, education and support. For more information visit our website at opheliasplace.net.

Hours: 1.0 FTE (40 hours/week), availability on weekdays until 6pm, periodic weekends, and some evenings

Salary: \$18/hour and benefits package; +5% bilingual pay differential

Benefits:

- 19 days of paid time off (PTO) annually
- 10 paid holidays
- 100% employer paid medical, dental and vision insurance for staff member
- Health Reimbursement Account (HRA) for medical expenses not covered by insurance
- Access to professional development funds, depending on supervisor's approval

Position Description: The Albany After & Out of School (AOS) Coordinator's key areas of responsibility will be oversight of the Ophelia's Place Albany site AOS program, which includes after-school drop-in, coordinating youth activities, and developing relationships with community partners. Other responsibilities include supervision of Albany interns and volunteers. The Albany AOS Coordinator will provide direct services to youth including screening for services, resource and referral, and ongoing support. Additionally, the Albany AOS Coordinator will be responsible for interfacing with youth and parents when they enter Ophelia's Place; answering the phone and providing accurate information about our programs and services. The Albany AOS Coordinator will report to the Youth Services Director and be committed to developing positive, inclusive programming and environment for girls with diverse backgrounds, experiences and abilities.

Knowledge, Skills and Abilities:

- A Bachelor's Degree or equivalent in family and human services, youth development or related field
- Experience coordinating volunteers and/or supervising others
- Minimum of 1 year of direct-service employment experience with youth
- Bilingual (English/Spanish) and Bicultural strongly preferred
- Ability to plan, organize and implement age-appropriate program activities
- Demonstrated ability to be self-directed and work well independently
- Excellent organizational and time management skills; ability to handle multiple tasks with attention to detail and follow-through
- Experience coordinating with a remote team
- Knowledge of gender-specific and feminist issues (including domestic violence and sexual abuse), impact of trauma, cultural competency, and community resources
- Belief in a strengths-based, collaborative approach to working with youth
- Commitment to self-care and appropriate professional boundaries
- Experience with Powerpoint, Excel, Word, Adobe, and email software
- Ability to pass a drug test and criminal background check, and a valid driver's license

Application deadline is January 21st 2022

Mail or email cover letter, resume and at least one letter of recommendation to:

Anna Mihalyo, HR Director at anna@opheliasplace.net
opheliasplace.net