

# Scarlet Hope

## Career Development Program Director (Full-Time)

### Roles & Responsibilities

Scarlet Hope exists to share the love and hope of Jesus with women in the adult entertainment industry (AEI). Scarlet Hope seeks to provide trauma-informed, strengths-based services that empower individuals to take the steps they want toward self-sufficiency.

The Career Development Program Director is a salaried full-time position which provides a full range of moderate to complex work assignments in the Discipleship Program. Within this role, you will ensure the vision and mission of Scarlet Hope is carried out in discipleship primarily thru the development, leadership, and support of the Career Development Program (CDP). The mission is to reach every woman in the adult entertainment industry with the love of Christ and teach them the truth about God's Word while they heal and become who God has created them to be.

This position reports directly to the COO and interacts closely with the Outreach Director, Case Manager, Bakery Director, Bakery Trainer, clients, and volunteers. The position requires excellent organizational skills, active problem-solving, and effective interpersonal skills. Some early morning, evening, and weekend work is required.

### Desired Work Characteristics

- **Loves Jesus above all else.**
- Gets things done with results to show for their effort.
- Accomplishes things that are remarkable - above and beyond what is expected
- Exercises sound decision-making skills, acting quickly and decisively.
- Communicates well and can convince others to act.
- Deals well with ambiguity; creates order where others are confused.

- Flexibility with growing and changing program needs – a willingness and openness for development and changes to the Career Development Program.
- Team player and team unifier.

## **Requirements/Qualifications**

- Minimum of Bachelor's degree in education, human services, training, and development or a related field
- 2 or more years of experience working within a training/education program
- 2 or more years of experience in overseeing a budget of 100K
- Experience working with trauma-informed culture is preferred
- Experience working with mental health is preferred
- Experience with local social service resources

## **Skill Set**

- Christ-centered, trauma-informed, client strengths-based understanding of case management
- Creative and flexible problem-solving strategies
- Excellent record keeping and organizational skills
- Expertise in development and implementation of education and training best practice standards.

## **Responsibilities**

### **Program Management & Development**

Some of the focal areas to uphold the mission include but are not limited to the following:

- Development
- Implementation
- Staff Oversight
- Daily Oversight
- Financial Stewardship
- Care of Clients/CDP Participants

### **Other Expectations & Responsibilities:**

1. Participate in weekly staff meetings, annual staff retreat and staff training(s)
2. Aid in the Annual Fundraising events
3. Aid in helping with the Volunteer retreat
4. Assist with Volunteer orientation

5. Assist with planning and facilitating volunteer quarterly training

***Flexibility is a vital aspect of the role as Career Development Program Director. There will be miscellaneous tasks and responsibilities that may be assigned to you. It will be essential that your role is viewed as being a flexible member of a team. We are excited and thankful for your skills and gifts.***

### **Would you be a good candidate?**

Have you served women who have been exploited or trafficked before? Would you describe yourself as passionate about the gospel? Do you have experience training others? Have you managed a budget? Would you be the first to respond to a crisis? Do you have boundaries in other areas of your life? Are you willing to work nights and evenings when needed?

If you answered yes to the majority of these questions you may make a fantastic candidate for this position.

A detailed description of the position will be sent to each applicant once further determination has been made.

If interested, please fill out the online application and attach your resume. We'll be in touch with you soon.