

# Scarlet Hope

## **Career Development Program Director (Full-Time)**

### **Mission Statement**

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 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.

### **Roles & Responsibilities**

The Career Development Program Director is a salaried full-time position which provides a full range of moderate to complex work assignments. Within this role, you will ensure the vision and mission of Scarlet Hope is carried out in discipleship primarily through the development, leadership, and support of the Career Development Program (CDP).

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**

- **Practicing Christian that 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, makes order where others see confusion
- Flexibility with growing and changing program needs – a willingness and openness for development and changes to the CDP
- Team player and team unifier
- 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

### **Requirements/Qualifications**

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

### **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:

- The Director of this program is responsible to develop, implement, support and evaluate the effectiveness of the CDP.
  - Collaborate with ministry leadership to develop program goals
  - Plan, implement and evaluate CDP curriculum and courses

- Plan, implement and evaluate CDP schedule
- Develop/revise/implement program policies and procedures
- Develop and implement annual program goals
- Develop/implement/evaluate/revise CDP assistant programs
  - Grants
  - Transportation
  - Childcare
  - Scarlet Shop
- **Implementation**
  - Recruit, interview, review CDP participants
  - Recruit, schedule, evaluate, support CDP teachers, counselors, and mentors
  - Plan and implement all events for CDP participants (i.e. holiday celebrations, graduations, birthday celebrations...)
  - Collaborate with case manager specific to program participants utilizing a strengths-based approach
  - Collaborate with Outreach Director specific to shared clients, events, programs
  - Establish and maintain partnerships with referral sites
  - Collaborate with career track teachers specific to curriculum, schedules, and clients
- **Staff Oversight**
  - Care for team's well being as they care for the clients we serve
  - Encourage them regularly in their assigned duties
  - Coach CDP team to make the CDP effective and honoring to the Lord by developing unity. Coaching should be done 1-1 with each staff member to ensure feedback is being given and lines of communication are welcome and open.
  - Ensure that the team has what it needs to succeed and perform their job duties.
  - Facilitate a cohesive team by leading weekly CDP team meetings.
  - Set a good example in the areas of relationships, commitment to Christ, follow-through and responsible living.
- **Volunteers**
  - Create supporting materials to educate volunteers on how to better care for ladies in our ministry.

- Ensure volunteer education is trauma-informed and performed consistently.
- **Interns**
  - Train and equip to carry out the tasks assigned.
  - Ensure they are shepherded while they are under your care. Work with the operations director to provide the best overarching care.
- **Daily Oversight**
  - Ensure facilities are ready each morning for program participants and volunteers
  - Oversee the daily flow of the program including, but not limited to, participants' attendance, classes running in a timely manner, teachers' attendance, having necessary supplies and resources, etc
  - Manage crises that may arise during CDP hours
  - Mediate with volunteers, staff, and participants when disputes arise
  - Oversee participant schedule, attendance, and weekly payroll
  - Oversee that meals for CDP participants is coordinated.
  - Communicate regularly with volunteers and donors
    - Regular Thank You Notes
    - At minimum - monthly updates
  - Enforce CDP policies and procedures. Ensure that all participants are upholding the standard we set out for them.
  - Engage clients daily to check in and build relationships
- **Financial Stewardship**
  - Oversee the CDP budget. Responsible for keeping the program within the monthly and annual budget.
  - Collaborate with Operations staff on the planning of annual budget
  - Attend budget meetings with the Executive Director and/or COO for review of the monthly budget.
  - Be knowledgeable of financial needs in order to collaborate with Development Director as needed
- **Care of Clients/CDP Participants**
  - Responsible for an effective interview process for participation in CDP.
  - Lead, teach/train others to carry out interviews of clients entering the program.
  - Share the gospel in love, both word and deeds.

- Develop, maintain and allocate resources the ministry has obtained and provides to clients.
- Bi-monthly coordination of CDP participant random drug testing
- Collaborate with Outreach Director on quarterly events to engage clients we serve
- Maintain case files on CDP participants.
- Work with teachers, counselors, mentors, and others to ensure that files are kept up to date.

### **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.