

Position Description for

Assistant Director of Shepherd's Door

Department: Women's Ministries Work Location: Shepherd's Door
Job Title: Assistant Director of Shepherd's Door Reports to: Director of Women's Ministries

Employment Status (check boxes as necessary)	<input checked="" type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Non-exempt
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> On Call	
	<input type="checkbox"/> Volunteer		

Effective Date: _____ Hours: From _____ To _____

General description of work

Responsible to manage all departments of Shepherd's Door. Responsible to assist in propelling the church and community partners into a fuller and welcoming ministry in the SD/PRM culture. To participate in all program design and implementation. To encourage all staff, partners and people we serve to diligently practice the disciplines of the faith to better understand our identity in Christ. To help equip the church and community through speaking venues.

Essential Functions:

- Responsible to mobilize and catalyze a team
- Responsible to actively participate in program design and implementation
- Responsible to welcome and integrate community partners into the SD culture.
- Responsible to participate in teaching and discipleship of residents.
- Responsible to participate on the leadership team .
- Responsible to participate in public relations as needed.

Knowledge, skills, and abilities required:

- Strong management skills and experience
- Degree in counseling/ministry or experience equivalent
- 3-5 years of experience in directing a program in related field
- Full understanding of biblical recovery
- Discernment/compassion
- Ability to articulate program, vision and purpose of ministry
- Willingness to participate in and support the full program of Shepherds Door including, but not limited to, smoking, alcohol and drug policy.

Personal Attributes & Values:

- Ability to demonstrate flexibility in working as part of the team for the common goals of the mission, including performance of tasks outside the parameters of this job description
- Prompt and thorough in job performance, as well as possessing the ability to think logically
- Ability to effectively handle multiple tasks as assigned
- Developed relational and listening skills
- A person of integrity and honesty
- Neat and clean in appearance
- Possess organizational skills and the ability and willingness to participate in program design and structure
- A pro-active communicator and problem-solver with a bias towards action
- A relationship with the Lord Jesus Christ and a deep desire to serve Him
- A conviction that God has called you to this position
- An understanding and commitment to the mission and ministry of the PRM

Equipment Used:

- Telephone, fax and voice mail
- Cell phone
- Computer
- Copier and related office equipment

Dress Code: The Portland Rescue Mission does have a dress code. This will be shared with you at the time of employment.

Handbook: The Portland Rescue Mission's Handbook for Employees will be your guide to all personnel practices and procedures. If you have any questions, please contact the Human Resources Department (CFO).

In any position with the Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Portland Rescue Mission services.

Revisions: The Portland Rescue Mission reserves the right to revise or change job duties and responsibilities as the need arises. Its facilities and vehicles provide a smoke and drug free work environment for all employees and volunteers.

Mission Statement: We exist to share the Word of God and demonstrate the love of Christ to the homeless and needy through rescue ministries.