



317 E. Call Street
Tallahassee, FL 32301
(850) 222-2747

Michelle Gomez, Executive Director
Michelle.Gomez@TheOasisCenter.net

JOB DESCRIPTION

Position Title	Women's Empowerment Program Coordinator
Reports To	Executive Director
Supervisory Role	Yes
Employment Type	Part-time, Non-exempt, Hourly
Work Schedule	20 hours/week. Generally during weekdays, 9am-6pm, though some weekends and evenings may be required.
Class/Wage	Class III \$15-17/hour

ABOUT OASIS

The Oasis Center for Women & Girls is a nonprofit organization focused on improving the well-being of women and girls. Programming is strengths-based, inclusive, accessible, and affordable. Founded in 2007 to fill a gap in gender-centered services, the Oasis Center staff and board strive toward a community where women and girls thrive at every stage of life.

POSITION SUMMARY

The Women's Empowerment Program Coordinator is responsible for operation of individual and group support programs for women 18+, which are executed in support of the organization's mission, goals, and objectives. The position performs functions central to the organization's success, and requires an organized, enthusiastic, and creative approach to the associated responsibilities.

Individual Counseling / Single Moms Support Group

- Serves as point of contact for clients, potential clients, and independent contractors providing program services.
- Ensures appropriate data collection and compliance with program evaluation measures.
- Ensures processing of service fees and client paperwork.
- Pursues and maintains referral relationships with community partners.
- Pursues and maintains donation relationships with community partners.
- Recruits and manages program staff, which may include interns and volunteers.
- Serves as liaison for clients, connecting them to available community services.
- Maintains volunteer pool and communicates needs/opportunities.
- Works closely with Executive Director to monitor, manage, and improve program delivery.
- Works closely with Communications & Events Coordinator to support client and sponsor recruitment.
- Represents the Oasis Center and the Women's Empowerment Program at outreach events.
- Other related duties as needed.



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Similar responsibilities for other women's programming

- Women Can Run! Campaign training program
- Financial Therapy
- Other women's support groups as need and capacity arise

SKILLS, KNOWLEDGE, AND QUALIFICATIONS

Required

- Minimum education and professional skill: Bachelor's degree in Social Work or related human services field, or equivalent professional experience.
- Experience in working with women of diverse backgrounds.
- Minimum functional knowledge of Microsoft Office and Gmail.
- Excellent verbal and written communication skills, including interpersonal communication.
- Excellent organizational and planning skills.
- Commitment to delivery of quality work products.

Preferred

- Experience data collection, evaluation procedures, or coursework in research methods.
- Experience in supervisory role.
- Experience in volunteer management.
- Experience in donation solicitation/collection.
- Knowledge of trauma-informed care methods.
- Proficiency in self-directed work and effective teamwork: Works quickly, accurately, and effectively, alone and in collaboration with others.
- Willingness to learn and take direction. Confidence to ask pertinent questions and contribute ideas.
- Personal interest in support and celebration of women and girls.
- cursory knowledge of Oasis programs and history.
- Current Florida driver's license, and three-year clean driving history.
- Eligibility for Level 2 background screening.

WORK ENVIRONMENT/REQUIREMENTS

- Fast-paced and demanding. Mostly quiet but can get loud during camp sessions. Must be able to handle potentially stressful situations effectively, and maintain progress on multiple projects concurrently.
- Must be able to perform assigned duties, navigate stairs, and lift up to 50 pounds.

BENEFITS

- Paid time off and flex time, according to policy.
- Paid training opportunities, as available.

TO APPLY

Submit cover letter and resume with references to Admin@TheOasisCenter.net, by Wednesday, October 24, 2018.