

CAREER OPPORTUNITY

Shelter & Housing Manager

Full-Time, Exempt.

Compensation: DOE

Location: YWCA Silicon Valley, San Jose, CA 95112

Website: www.ywca-sv.org



Join a passionate, dynamic team dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. For over 100 years, YWCA Silicon Valley has provided programs and services that form a critical continuum of response, healing, and prevention. To encourage survivor self-determination, services are delivered through a strengths-based, non-judgmental and trauma-informed lens that aligns with our mission. **Be a key part of shaping this future as our new Shelter & Housing Manager!**

Reporting to the Director of Housing, the Shelter & Housing Manager is responsible for the successful daily operation of the YWCA Silicon Valley emergency shelter, rapid rehousing and transitional housing programs provided to survivors of domestic violence, sexual assault and human trafficking. As a member of the YWCA Management Team, you will participate in program planning, design, change management, individual leadership development, goal setting, community engagement and problem solving. The Shelter & Housing Manager:

- Leads and manages program teams providing services in each of the homelessness prevention, emergency shelter and rapid rehousing programs.
- Ensures that all program activities comply with all relevant VAWA legislation, Fair Housing regulations, and mitigates risk as it relates to the operation of emergency shelter, rapid rehousing, tenant-based rental assistance and support service programming.
- Creates and maintains strong, win-win partnership with policy makers and other community organizations critical to the successful delivery of emergency shelter and housing services.
- Develops systems and reports to monitor the achievement of program goals/deliverables, identifying and implementing course corrections to ensure achievement.
- Assists in the development of new initiatives, programs and services (with special emphasis on housing) to advance the mission, vision, values and strategic plan of the YWCA.

The Shelter & Housing Manager is a solutions focused and collaborative leader who builds team cohesion, ensures compliance with YWCA policies and procedures, and is passionate about the mission, vision, and values of the organization. **We are seeking a highly motivated individual with supervision experience, demonstrated ability to work collaboratively with community partners and who can lead multiple teams using strength-based leadership skills.** Additionally, an ideal candidate will possess knowledge of sexual assault and domestic violence issues, trauma and client-centered service provision. **You must have an understanding of feminism and a strong commitment to social justice.** Bilingual, bi-cultural and bi-literate skills are highly preferred but not required.

- Candidates should have Bachelor's degree in social science, or Master's level, MPA, MSW or MBA
- Candidates should have a minimum of 3-5 years of management experience and/or 5+ year's program experience.
- Candidates must be competent in using Microsoft Office (Word, Outlook, Excel, PowerPoint) and have experience in confidential data management, grant management, and record keeping.

Delivery of work outcomes may include additional time beyond 40 hours weekly to accomplish goals/deadlines. **On-call duties are required; all managers serve as back-up support for the on-call teams and point of contact for emergencies.** Work includes lifting up to 30 pounds. Bilingual, bi-cultural and bi-literate skills are preferred but not required.

Required: Cleared background check (fingerprinting), valid TB test, valid California driver's license, 4 -years driving experience, reliable transportation and auto insurance. Must have completed or be willing to complete 65hr-trained California State Sexual Assault Counselor certifications. (Training will be provided).

TO APPLY: Submit Resume & Cover Letter to resumessupportservices@ywca-sv.org with "Shelter & Housing Manager" in subject line. First deadline for submission of resumes: **March 8, 2019.**

Thank you for your interest in employment with the YWCA. We may be unable to respond to every individual submission due to a high volume of applicants. Please do not telephone.