

YWCA Greater Lafayette

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DIRECTOR OF EMPOWERMENT SERVICES

Position Overview

The Director of Empowerment Services is responsible for the development, operations and educational offerings of YWCA's Empowerment Services initiative within the Domestic Violence Intervention and Prevention Program (DVIPP). Reporting to the CEO and/or Chief Program Officer, the important work led by the successful candidate will be founded through the lens of racial and social justice as we assist clients in obtaining skills for personal and workforce development that leads to livable wages, sustainability and family stability. The Director of Empowerment Services is a member of the Management Team and works with the CEO and other key staff members to ensure that the Association remains a successful and viable asset for the community and carries out our mission of eliminating racism and empowering women. This role is responsible for the development, operations and management of educational, workforce training and support services in direct support to women, victims of domestic violence, people of color, victims of crime and bullying and other marginalized populations. Based on the start-up needs of this position, remote work opportunities are not available at this time.

Essential Functions

- Develop and execute curriculum, programming and training initiatives for YWCA Strive Powered by Google, Dress for Success, Allstate Moving Ahead Financial Literacy Program and other coordinated empowerment services
- Directly supervisor manager of Dress for Success/Persimmon Boutique
- Serve as the community liaison of YWCA Empowerment Services with community stakeholders
- Consummate networker and builder of relationships with key community referral services, community leaders, employers and volunteers
- Directly provide advocacy and support services to clients working with other key staff members to remove client barriers
- Speaker and trainer at community and YWCA events
- Facilitator/Educator/Trainer of YWCA Strive Program
- Human Resources: coach or connect clients in basic hiring practices, employer expectations and workforce skills, assist clients with job searches, building resumes and connecting clients to employment opportunities, interact with clients through one-on-one and group meetings regarding employability skills
- Establish and oversee Empowerment Services Community Advisory Panel and engage directly with Dress for Success Advisory Board
- Promote and ensure exemplary internal/external customer service
- Serve as the face of Empowerment Services while engaging with local community groups, support organizations and media through outreach and events while maintaining high standards of professionalism in appearance and action including social media activity
- Assist in the writing and submission of grant proposals
- Participate in weekly YWCA management staff meetings, and D and hold Empowerment Services staff meetings.
- Maintain client and program confidentiality
- Maintain all necessary documentation and records
- Be on call as needed
- Other duties as assigned

Requirements and Qualifications

- Bachelor's degree in related field or equivalent experience required
- Obtain 20 Continuing Education Credits (CEUs) annually
- Problem solver and remover of barriers
- Experience with non-profits strongly preferred
- Minimum 2 years management and/or supervisory experience
- Exemplary organizational skills
- Dependable, responsible and detail-oriented
- Strong understanding of YWCA's mission including significant ability in executing social/racial justice initiatives
- Ability to multi-task and adjust priorities as needed
- Ability to work independently on assigned responsibilities and manage stressful situations
- Knowledge of community resources and support organizations
- Strong written and oral communication skills and ability to speak in public effectively.
- Familiarity with common computer software such as Word, Outlook and Excel.

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver's license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

To Apply

Please send a resume and thoughtful cover letter that includes how your skills and experience meet the qualifications of the position, as well as a salary history, both in Word format, to Allison Beggs at abeggs@ywcalfayette.org. Please type EMPOWERMENT SERVICES DIRECTOR in the subject line. Applications must be received by close of business on Friday, Sept. 11, 2020. YWCA offers a salary and benefits package commensurate with experience and skills. YWCA is highly committed to diversity and a workplace environment that respects, appreciates and values employees from all backgrounds; candidates of color strongly encouraged to apply.

EMPOWERMENT SERVICES DIRECTOR– 9-3-2020