

Position Title:	Senior Director – Sky Valley Family & Community Resource Center	Department:	Sky Valley Family & Community Resource Center	
Reports to:	Chief Operating Officer	Classification	Exempt X	Non Exempt
Date:	July 2018	Supervises:	Yes X	No

GENERAL FUNCTION:

Responsible for operation of an integrated service center in East Snohomish County (Sky Valley Family & Community Resource Center). Plans, develops, and provides support to communities and people in need in East Snohomish County. Integrates services provided through the Sky Valley Senior Center, the Sultan ECEAP, the Sultan Food Bank, VOA homelessness prevention, and other VOA and sister agency programs. Coordinates and collaborates with VOA Senior Directors, other nonprofits, East Snohomish County elected leaders, municipal staff, and other community leaders, as well as Snohomish County Human Services Department staff.

PRINCIPAL ACTIVITIES:

Directs all VOA activities in East Snohomish County including, but not limited, to:

- Integrate the delivery of VOA and other sister agency services.
- Promote programs and increase networking with community partners.
- Develop and expand the Sky Valley Community Family Support Center programs.
- Serve on community groups addressing issues important to those we serve.
- Manage staff including hours, wages, and performance.
- Operate within approved budget.
- Raise funds through grant writing, partnerships, and resource development activities.
- Develop additional resources and opportunities.
- Manage contracts, maintain records and generate reports as required or requested.
- Other duties as assigned.

QUALIFICATIONS:

- BA degree in Human Services or a related field. Related experience will be accepted year for year.
- Experience in human services program creation and delivery.
- Experience in community organizing efforts preferred but not required.
- Excellent interpersonal skills.
- Proven budgeting and financial management experience in similar position.
- Excellent oral and written communication skills.
- Ability to work with government agencies, contractors, donors, other human services providers, faith community, etc.
- Knowledge of available resources.

EFFECT ON END RESULTS:

- The Sky Valley Family & Community Resource Center remains a cornerstone of a thriving, vibrant and healthy community.
- Sky Valley children are better prepared for kindergarten.
- Sky Valley families and individuals experience less hunger and homelessness.

- Seniors feel a sense of inclusion and have opportunities to contribute to their community.
- Sky Valley teens have opportunities to participate in interesting, safe, and rewarding activities.

PHYSICAL DEMANDS/WORKING CONDITIONS:

The physical demands here are representative of those that must be met by an employee in a business office environment and outside special events to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
- Must be able to communicate with co-workers and residents/clients.
- Must be able to reach above head and perform repetitive movements.
- Must be able to drive or have reliable transportation for off-site meetings and events.
- May at times require physical exertion such as bending and lifting.

If you wish to apply for this position, please send your cover letter and resume to:
recruiter@voaww.org

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