

Position Announcement

Title: Director of Program Operations
Hours: Exempt (Salaried)- 40 hours (1 FTE) per week
Supervisor: Executive Director
Compensation: Annual Salary \$72,000



This is a permanent position, however, note that SARC is a non-profit organization funded by grants and/or private donations, and therefore all positions are dependent on funding resources available.

COVID-19 Vaccination is required for this position with SARC.

Position Summary:

The Sexual Assault Resource Center (SARC) is seeking a Director of Program Operations responsible for overseeing, leading, and planning client services programs. The DPO will further support teams in a clinical setting, direct advocacy field and community education and prevention services—managing day-to-day operations of the organization, including supervising staff, developing, and implementing operational and programmatic policies, procedures, and systems, managing budgets, completing reports to stakeholders, and working as a key member of the senior executive staff on strategic initiatives to advance the mission of the organization.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at the Sexual Assault Resource Center, and are joyfully welcomed.

Specific Responsibilities:

A. Program Development and Assessment

- In collaboration with the Executive Director, develop goals, policies, practices, and protocols of SARC's Advocacy, Clinical, and Education & Prevention Programs including support line, crisis response advocacy, case management services supporting adult and adolescent (14 years+) survivors who have experienced sexual assault, and community education and prevention strategies.
- Provide on-going program development.
- Compile and maintain data relevant to SARC's funding and operational requirements, utilizing electronic records case management systems.
- Participate in committees and workgroups that help reach the goals of the Support Line, Advocacy Program, Counseling, and the Education and Prevention Program.
- Implement quality assurance measures consistently and effectively. Ensure program evaluation on a regular basis.
- Oversee updates of the support line computerized database.
- Actively participate in SARC's equity, inclusion and anti-racism activities and support staff to pursue anti-oppression activities.
- Track client assistance funds.
- Coordinate the 24/7 monthly support line and crisis response advocate schedule with support of Support Line Coordinator.
- Participate in budget and staffing decisions for organizational programs.
- Participate in management of programmatic financial budgets.
- Participate in strategic planning process.
- Network with community partners as appropriate.

B. Program Staff and Volunteer Supervision

- Interview, hire, on-board new staff, as well as ensure evaluation of program staff, volunteers, and interns.
- Provide trauma informed on-going supervision, training, and support to applicable staff.

- Attend regular supervision meetings with regular staff advocates, clinicians, and/or community education/prevention staff.
- Ensure SARC is minimizing the impacts of vicarious trauma through programmatic policies and practices, debriefing with advocates, adequate training, creating a healthy and supportive work environment, and by regularly promoting self-care.
- Provide periodic 24/7 staff-back up response including: providing guidance to staff addressing crisis situations, accompaniment to sexual assault medical exams and support line coverage when necessary.

C. General Responsibilities – as a member of the SARC staff, you are expected to assist with the following tasks, as needed:

- In collaboration with the Director of Community Education & Volunteer Services, assist with staffing Basic Advocacy Training sessions and provide SARC core trainings when able.
- Attend bi-monthly staff meetings and occasional retreats.
- Serve as a visible spokesperson, advocate, and educator, along with the Executive Director, supporting SARC's mission and programs in the community.
- Assist with organizational operations responsibilities in a collaborative team approach.
- Other duties as assigned.

Qualifications – Required:

- Commitment to creating a healthy work environment that is dedicated to eliminating sexual violence and other forms of oppression.
- Philosophy compatible with SARC's mission statement, organizational values, and commitment to anti-oppression work.
- Minimum of three - five years working directly with survivors of domestic and/or sexual violence with relevant training and accreditation.
- Minimum one year of experience in a leadership role that includes supervision of staff or volunteers.
- Experience working in a non-profit environment.
- Excellent verbal and written communication skills.
- Ability to lead and coordinate many people with varying skills and abilities.
- Demonstrated ability to problem solve and be proactive using conflict resolution skills.
- Ability to prioritize a multitude of tasks and handle a variety of projects simultaneously.
- Commitment to building a multi-racial, diverse, and inclusive team.
- Demonstrated experience in conducting community presentations.
- Demonstrated knowledge and experience in prevention strategies at the individual, relationship, community and societal levels.
- Ability to maintain confidentiality.
- Ability to work with SARC staff as a collaborative team member.
- Strong computer technology skills, including Microsoft Access, Excel, Outlook and Word. Ability to learn new technology systems and implement within scope of duties.

Qualifications – Strongly Preferred:

- Master degree in Social Work, Counseling, Public Administration, or Public Health.
- Bilingual and/or bicultural.
- Knowledge or experience working with survivors of sexual violence.

About SARC: Who We Are

The Sexual Assault Resource Center (SARC) promotes social justice by eliminating sexual violence in our community through education, support, and advocacy.

Our philosophical approach begins with the recognition that sexual assault can and does happen to anyone. However, members of historically marginalized communities are more likely to be impacted by sexual violence and more likely to experience barriers to accessing services and seeking justice. SARC strives to be culturally responsive and to be intentional in our efforts to support communities disproportionately impacted by sexual violence.

We also understand that identities are intersectional, and oppressions are interlinked. To serve more fully those who have experienced sexual violence, we as an agency recognize that we must also work to address, challenge, and resist other forms of violence and oppression.

Benefits: We offer an abundant benefits package including medical, dental, vision, life and long-term disability benefits along with vacation, sick and a liberal holiday schedule with pay. We participate in the Oregon Saves program.

Work Environment, Physical Demands, & Travel Requirements

- Due to a statewide Oregon mandate, this position requires employees to be fully vaccinated for COVID-19. However, reasonable accommodations for employees who, because of a disability or a sincerely held religious belief, practice, or observance, may be made.
- This position requires the employee to live within the Portland-metro area.
- Physical demands may require use of computers, mobile phones and sitting/standing. This role requires the ability to speak and hear.
- Travel outside the Portland metro and/or Washington County area may be required for this position approximately 5% of the time.

To Apply:

Please email your resume to careers@sarcOregon.org. Please include a cover letter to explain the relevance of your resume to the position, if needed.