



## **Hiring: Associate Director**

The Healing WELL promotes healing and leadership within San Francisco's Tenderloin community, particularly among people experiencing poverty and homelessness, mental and physical health challenges, and substance abuse and addiction. We offer free daily classes and 1x1 sessions like Yoga, Art, Poetry, Recovery Support Groups, and Reiki (both on- and off-site) as well as a Leadership Development Program, free food distribution, and an array of special events and activities. We are seeking a member for our small team who will be energized by the opportunity to help The Healing WELL enhance its offerings, develop leaders from within the community and partner with other organizations to promote activation and beauty in the Tenderloin.

The Associate Director will be a thought partner with the director, supervise part-time staff, manage regular programming, develop and nurture community partnerships, and contribute to organizational visioning and growth. This is a full-time position, typically 8:30 - 4:30, Monday-Fridays, with 4 days on-site and 1 day remote. FTE salary range is \$70,000 - \$80,000 depending on experience. A generous benefits package and professional development support are available..

**Applications will be considered on a rolling basis, with a final due date of Friday May 3, 2024.**

### **Essential Duties and Responsibilities**

#### Organizational Leadership (30%)

- Serve as thought partner to the director and Advisory Committee.
- Support, supervise and manage part-time staff and session facilitators.
- Assess and make recommendations regarding program and event offerings.

#### Program Management (30%)

- Provide overall management support for wellness classes and 1x1 sessions:
  - Develop and oversee program offerings;
  - Recruit, onboard and schedule session facilitators and support people.
- Build, foster and maintain relationships with community partners.
- Organize and/or facilitate trainings for staff, leaders, facilitators and volunteers.

#### Administration (20%)

- Create a monthly schedule of offerings.
- Staff the "Leadership and Programming" subcommittee of the Advisory Committee.
- Overseeing maintenance of databases:
  - Participants, facilitators and volunteers;
  - Newsletter recipients;
  - Calendar recipients.

#### Fundraising and development (5%)

- Oversee the social media consultant.
- Support grant management and program evaluation.

## Other (15%)

- Help maintain a safe and positive environment, responding to challenges and opportunities as they arise.
- Assist with activities managed by other staff members.
- Perform other related duties as assigned.

### **Education and Experience**

- At least 2-3 years Supervisory experience.
- At least 2-3 years Program Management experience.
- Training and experience around trauma and substance use disorders.
- Direct experience with marginalized populations.
- Master's or Bachelor's degree in social sciences, community studies or related fields preferred.

### **Knowledge, Skills and Abilities**

- Understanding of issues facing un- and marginally-housed people, including poverty, homelessness, substance abuse and addiction, and mental and physical health challenges.
- Good listening, communication, critical thinking, conflict resolution, and de-escalation skills.
- Ability to work in a small team.
- Strong writing skills.
- Ability to manage and cope with stressful situations.
- Organizational skills.
- Database management experience.
- Strong work ethic.

Qualified candidates should submit a cover letter, including salary expectations, and resume to: [admin@healingwellsf.org](mailto:admin@healingwellsf.org)

**Due Date: Friday, May 3, 2024**