

Water Street Ministries' Job Description Assistant Vice President of Programs

Purpose: The Assistant Vice President (VP) of Programs will support the Vice President of Programs in providing leadership and shared visioning for all operational program areas of the Mission.

FLSA: Full-time, Exempt

The Assistant Vice President of Programs must be:

1. Able to fully support the Water Street Ministries' Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Ministries' core values and ministry philosophies.

Supervisor: Vice President of Programs

Essential Functions:

□ Program Leadership & Management

- Direct the program work of the Water Street Mission, specifically focusing on the day to day operations, ensuring alignment with the mission and strategy of the ministry
- To assist in the development, implementation, and maintenance of programs that minister to the physical, social, emotional, and spiritual needs of all residential guests
- Creates trusting, supportive, strong relationships with ministry directors and is a thoughtful, compassionate coach and leader
- Reinforces WSM culture and heart of ministry through mentoring, coaching and modeling
- Develops systems to empower staff on the front lines to make informed, real time decisions
- Maintain our client relationships, and ensure problems are addressed and fixed quickly resulting in positive outcomes for clients
- Use performance management tools to address program quality issues and adjust accordingly
- Assists the Vice President in special projects that strengthen the foundation of all mission program areas

□ External Relationships

- Represent WSM through public speaking and networking (business, social services and church contexts) and involvement in professional associations
- Participate in Lancaster County community boards and coalitions to build strong partnership with other non-profit and for-profit groups
- Strengthen partnerships with Lancaster County social service agencies and leaders

□ **Knowledge Management**

- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the programs
- Consistently learn and understand new models of service for development and training of staff, ensuring that the core mission and values of Water Street Ministries are central to all programs

□ Other duties as assigned

Education/Experience: Master's degree in Human Service area required, clinical licensure preferred. 10 years management experience within a non-profit, human services organization preferred. Strong evidence of spiritual maturity, wise leadership, and fruitful discipleship is mandatory. Proven career history of advancement in responsibility and leadership. Experience with marginalized people groups is essential. Fully fluent in computer programs including Microsoft office suite and an understanding of databases.

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, which include regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. Requires weekend/evening availability.

Christian Life:

As an employee of Water Street Ministries you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services and outreach ministries. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach and in alignment with Biblical principles. What you do on your own time may seriously affect your ability to perform these types of ministries, which are important to your job.