



Associate Director Job Description

Job Title: Associate Director

Location: Bellingham, WA - light travel required

Term and Salary: Pay dependent upon experience with range from \$25-\$28 per hour. Position is full-time, non-exempt position with benefits.

Reports to: Executive Director

To apply, please email your resume and cover letter to ashley@road2home.org.

About Road2Home: Road2Home is a 501(c)(3) nonprofit organization based in Bellingham, WA. Road2Home provides community support for people experiencing homelessness. Our goal is to help these individuals access services and develop strategies that enable them to meet their basic needs while on a path to stable housing. Our Community Ally Program provides direct services to people experiencing homelessness. We offer a community volunteer training to raise awareness and skills for people interested in working with the unhoused population. We provide case management for residents at Gardenview Village, a tiny home village in town, and operate a daytime and nighttime severe weather shelter for unsheltered individuals when temperature drops below 28 degrees F.

Job Summary: We are looking for an enthusiastic professional looking to grow with our organization. This position is responsible for supporting the executive director in managing the administration and operations of business, potentially overseeing programs, and engaging in supervisory activities. We are looking for someone who has strong time-management skills, is dedicated to their work, is able to anticipate organizational needs, and has strong decision-making abilities. This is a hybrid position between administrative support and operational management of daily activities.

Essential Duties and Responsibilities:

- Manage daily communications for the organization via email and phone.
- Manage social media presence and update accounts on behalf of the organization.
- Help to maintain and support Road2Home's mission and public image.
- Engage in PR communications and coordinate interview activities.
- Collect data and develop various reports and documents.
- Support HR-related activities as needed.
- Participate in grant reporting, budgetary monitoring and support, and quality improvement activities.
- Support fundraising activities, solicit donations and sponsorships, and help with event coordination across the organization.
- Help with procurement and dissemination of program supplies.
- Occasional staff support and communications may be required.
- Some grant writing maybe be required.
- Attend various trainings, and engage in professional development opportunities.
- Other duties as assigned.

- Physical demands for this position may include but are not limited to driving, sitting, standing for long periods, and occasionally lifting up to 50lbs.

Qualifications and Requirements:

- Bachelor's degree.
- Two to five (2-5) years of related experience
- Willingness to learn housing and services for vulnerable and unsheltered individuals
- Ability to work with minimal supervision
- Ability to read and interpret documents and effectively communicate verbally and in written form with clarity
- Must be able to communicate and maintain relationships with clients, colleagues, supervisors, program stakeholders, and community partners
- Proficient in Microsoft Office, Google Suite, or other word processing platforms with a basic understanding of technology interface programs
- High organizational skills, flexibility, responsiveness, and ability to complete work in a timely manner
- Must be able to work well in a team and embrace inclusion and diversity amongst colleagues and clients
- Ability to handle stressful situations effectively, understand and be sensitive to various life circumstances of clients, including trauma, racism, homelessness, violence and abuse, poverty, and mental and physical health status
- Must have a valid state-issued driver's license or have one obtained by start date
- Must be able to pass a federal background check

Additional Capabilities or Considerations:

- Advanced degree
- Excellent public speaking skills
- Project management experience
- Group facilitation skills
- Conflict resolution skills and ability to effectively lead/motivate others
- Fluency in Spanish or other language
- Thorough knowledge of trauma-informed care principles, unsheltered populations, and human services.

We adhere to CDC guidelines for our infection control protocols. Contract work may require proof of vaccination and universal masking conditions may apply during in-person work.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background.