



1880 S. Cascade Ave., Colorado Springs, CO 80905
719/632-4661 ▪ www.flscs.org

Job Description

Title: Women of Courage Program Director

Supervisor: Operations Director

Classification: 12-15 hours/week

Position Objectives:

This position exists to provide leadership and oversight to Women of Courage, FLS' outreach program to single mothers, and to interface with the Resident Program.

Duties/Responsibilities:

- Develops and oversees Women of Courage programming
 - Facilitates and provides programming framework for participants, encouraging spiritual growth, healthy interpersonal development, relevant skills, and community.
 - Oversees application process and intake
 - Strategic creative development of initiatives, curriculum and training for participant families
 - Oversees benevolent accounts and projects
 - Recruits, trains, supervises and guides qualified volunteers
 - Stays current regarding cultural trends affecting families and community resources
 - Actively involved in building replicable models for ministry advancement
- Completes administrative responsibilities for Women of Courage
 - Provides Director of Operations with written reports, outcome statistics, and updates.
 - Participates in weekly team meetings.
 - Presents FLS to others through formal and informal communication. Actively participates in meetings with potential donors, volunteers and business partners
 - Provides input and support regarding program budget
 - Performs other duties as assigned

Working Environment/Physical Requirements

- Works in an office environment and in community venues
- Frequent exposure to crisis situations
- Stays calm under pressure and crisis response experience

Knowledge/Experience/Skills and Abilities

- Bachelor's or master's degree, preferred in related field (Social Work, Education or Counseling), or related experience equivalent considered
- 5-years minimum professional experience in community service, social work, education, or ministry environment
- Professional experience in program implementation and evaluation
- Understands political, social and religious issues impacting the family
- Experience with single parent families and families affected by trauma
- Active listening skills
- Experience facilitating small group discussion

- Effective communication skills (verbal and written)
- Competent in PC software usage to create and interface with relevant program documents
- Use social media channels effectively in promoting communication among program participants and ministry opportunities
- Mentoring skills well integrated with Biblical truth and principles
- Commitment to working with a team for problem solving and goal setting
- Understanding of the integrative process as it relates to business and ministry
- Comfort in maneuvering between business, education, social service, churches and non-profit sectors
- Extensive grasp of Scripture as it relates to helping those who are hurting spiritually
- Serve as an advocate for the ministry of FLS, supporting the organization's philosophy, culture and mission

Character/Spiritual

Uphold FLS Core Values of hope, healing, hospitality and honesty

Personal Characteristics:

- Strong Christian faith, expressed in daily behaviors.
- Display strong Biblical, professional and personal discernment.
- Value the importance of consensus and unity that shapes healthy team dynamics.
- Punctual, dependable, responsible, mature and responsive.
- Sufficiently spiritually mature to teach, model and mentor families.
- Create a favorable first impression – appearance, manner, demeanor and appropriate attire.
- Able to win long-term confidence and trust; warm, kind, helpful, sensitive and firm.
- Aware of strengths and shortcomings.
- Emotionally resilient: capable of handling pressure and rejection appropriately.
- Strong ability to understand different perspectives and viewpoints.
- In good standing/reputation in the community.
- Adhere to and enforce strict confidentiality guidelines.

To apply:

Please submit a cover letter, resume, and three references to Tonya Lark, Operations Director, at info@flscs.org.