**Eve Center Site Manager **

Location: EveServices@ Site Location

Estimated hours 15-20 hours per week

Accountability: Eve Center Director

**Eve Center Mission**

Eve Center is a non-profit organization dedicated to promoting healing and growth for women through biblical, no cost, safe and confidential peer counseling and training.

**Eve Center Vision**

Eve Center desires for every hurting woman to have access to emotional, relational, and spiritual care that provides lasting hope.

Our goal is to walk alongside women while listening, encouraging, comforting, and building into her right where she is because, “We’ve Been There.” (2 Cor. 1:3-5, Eccl. 4:12)

**As a Christian, faith-based organization, all Eve Center Employees:**

* Pray regularly for the Eve Center
* Have and maintain a healthy and growing relationship with our LORD, Jesus Christ
* Confirm the Eve Center Statement of Faith
* Demonstrate Servant Leadership to all volunteers, donors and visitors
* Seek opportunities for growth in faith and ability
* Practice diplomacy as we speak Truth in Love

**Other Requirements**

* Complete Volunteer Peer Counselor Training
* Attend Graduation 2 times per year
* Attend Monthly Staff Meetings
* Attend Regular Advanced Trainings provided by Eve Center
* Attend 1X per year VPC Appreciation
* Attend Staff Advance 1X per year—2 nights/2 days
* Attend New VPC training, 2X a year, on first day to introduce yourself
* Participate in Voice of Victory Planning Team/Attend Voice of Victory
* Attend Community Events 2-4X per year to engage and inform community of Eve Center Services

**Specific Position Responsibilities**

**Management of Volunteers**

* Shepherd Volunteers (Support, Encourage, & Mentor)
* Support volunteers as they learn and use RTE
* Perform Welcome Interviews with new graduates
* Pray and debrief with VPCs before/after counseling sessions as needed
* Contact site VPCs monthly to maintain healthy relationship

**Management of Client Services**

* Provide services, support, and encouragement to Site clients
* Schedule and perform Welcome Appointments with new clients and/or train VPCs to perform Welcome Appointments
* Assign Site clients to VPCs after Welcome Appointment is completed
* Track Client Care for all Site clients in RTE
* Coordinate groups for Site alongside G&S Coordinator and/or G&S Manager

**Administrative Tasks**

* Provide Spreadsheet of Monthly Hours worked to Director via email by within the first week of each month
* Provide month end Site Stats to Director via email within the first week of each month
* Responsible for organizing VPC office coverage schedule
* Responsible for all documents to be updated and housed in Dropbox
* Submit weekly VPC and client prayer requests by email to [prayer@evecenter.org](mailto:prayer@evecenter.org)
* Communicate with Site Building host/landlord on regular basis, reporting in conjunction with Director of to them as needed; providing reporting as needed
* Responsible for maintaining all office supplies/ equipment. Site needs can be requested to HQ manager
* Responsible for maintaining a clean, confidential, and welcoming environment
* Assist Director in communicating upcoming Eve Center fundraisers, events, needs, etc. to VPCs and Clients
* Maintain Site Library
* Organize and host annual Site Community Dinner for VPC’s

**Community Expectations**

* Represent Eve Center in community
* Recommend new opportunities for Eve Center growth in surrounding community
* Encourage involvement and/or financial support of the Eve Center to professional and personal network
* Recruit five potential VPC candidates for each Basic Training
* Assist in identifying Community Partners
* Assist with community communications and publicity