

MAGDALENA MINISTRIES, INC.
PROGRAM ADMINISTRATOR

Magdalena House is a transitional home in San Antonio that serves mothers and their children who have fled dangerous and abusive lives by providing transformation through education, nurturing community, and programming. We provide a free, safe, transitional home and loving community for those affected by family violence and human trafficking, mothers who have aged out of foster care, and those working with CPS, as well as mothers facing homelessness. Families' needs are addressed and met, including unique programming designed to foster self-awareness. Vocational assistance in the form of education, training, and job readiness is a key ingredient, as mothers are required to attend school by taking college, high school, or GED classes. Through these and other enrichment courses and events, mothers living at Magdalena House develop social, educational, and financial skills needed to ensure the physical, economic, and spiritual well-being of themselves and their children. Our vision is to grow our unique, five-acre property into a neighborhood with five or more homes and a multi-purpose building for all families to gather.

We are seeking a motivated, organized, and compassionate individual with excellent interpersonal skills to provide support to the Magdalena House Program Director. The Program Administrator is responsible for oversight of evening programming, interfacing with program-related volunteers, and providing resident and community support. The position reports to the Program Director.

RESPONSIBILITIES

Oversight of Evening Programming

- Communicate with residents, staff, and volunteers to ensure evening programming runs smoothly
- Problem-solve last minute schedule changes
- Step in to help with child care as needed

Program Volunteer Interface

- Welcome, host, and provide guidance to on-site volunteers
- Communicate via email and phone with scheduled volunteers about upcoming shifts
- Assist with scheduling volunteers as needed for future events
- Orient and support new volunteers

Resident and Community Support

- Provide essential support to residents while on-site
- Provide staff updates about community life

- Meet regularly with the Program Director
- Perform other duties as assigned by the Program Director

REQUIREMENTS

- Committed to a life of faith and a passion to work for the good of mothers and children
- Bachelor's Degree
- Demonstrated interest in working with the population we serve, experience working in social services or community non-profits a plus
- Above average proficiency in Microsoft Office Suite and ability to fully utilize electronic record-keeping software
- Be willing and available to work after hours, nights, weekends, and holidays to handle events or emergencies as needed
- Exhibit strong organizational skills
- Possess excellent communication and interpersonal skills
- Possess knowledge of the local community

ADDITIONAL REQUIREMENTS

- Ability to work independently and on a team
- Ability to maintain the privacy and confidentiality of our residents
- Ability to manage office equipment
- Ability to carry 35 pounds
- Ability to drive MH vehicles to transport residents if emergency occurs, must possess and maintain a valid drivers license
- Ability to be drug and alcohol-free
- Ability to respect a smoke-free environment

SCHEDULE

- Part-time, up to 16 hours per week
- Weekday afternoons/evenings

To apply for this position, please email your completed application, letter of interest, and resume. Please indicate the name of the position for which you are applying in the subject line of your email.

Lindsay Evans, LPC, NCC
Program Director
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