



*Bangor Office: PO Box 653
Bangor, ME 04402
(207) 945-5102*

*Dover-Foxcroft Office: PO Box 192
Dover-Foxcroft, ME 04426
(207) 564-8166*

Partners for Peace, the domestic violence resource center serving Penobscot and Piscataquis Counties, invites applications for the **Shelter Program Manager** position. This position requires a highly motivated and professional individual with leadership experience, preferably in the human/social services field.

Partners for Peace is at an exciting time in our nearly 50-year history of partnering with our community to end domestic abuse. We offer competitive pay, generous benefits, and a supportive and flexible workplace. We are committed to developing and supporting emerging leaders at all stages of their careers, and creating a safe space that is inclusive and welcoming.

Open Position: Shelter Program Manager

Classification: Exempt

Work Hours: Salaried position with most work taking place between the hours of 8am-5pm and predictable overnight and weekend work related to the 24-hour helpline

Location: Bangor

Travel: Frequent travel required

Pay: Starting salary range is \$46,000 – 49,000 annually, depending on experience, and generous benefits including health, dental and vision, an employer-sponsored Flexible Spending and Health Savings Account, retirement matching, and paid time off, including 13 paid holidays annually.

Training: Significant training is required upon hire including 45-60 hours of internal training (Core Comprehensive Advocacy, Intervention, Response, and Ethics Training).

Partners for Peace Mission & Vision

At Partners for Peace (PFP), it is our mission is to engage individuals and the community to end domestic violence in Penobscot and Piscataquis Counties. We provide support, advocacy and safety planning to anyone affected by domestic abuse. We foster safe and healthy relationships through prevention, education and training. Together with our community we recognize the nature of abuse, respond to it, and change the conditions which lead to it.

We believe that every person deserves to live in peace and equality, and that just and respectful relationships can change the world.

The **Shelter Program Manager** is responsible for supporting and supervising the Partners for Peace Shelter Program and its team of staff and volunteers. The Shelter Services Program includes general direct support and advocacy, shelter case management and housing navigation. This position directly supervises 3-5 staff and interns and is responsible for the quality assurance of the Shelter Services Program, including program



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development, assessment, and evaluation. As a member of the organization's Leadership Team, this position helps facilitate the forward movement of the organizations mission, vision, and strategic plan.

Core Job Responsibilities of this Position:

1. As a member of the Leadership Team, help to advance the organization's mission, vision and goals; support and demonstrate commitment to our values-based organizational culture
2. Provide leadership for Partners for Peace Shelter services including shelter programming, shelter case-management and housing navigation; including regular assessment and evaluation of effectiveness
3. Supervise and support staff and volunteers within the Shelter Program; including hiring, time card approval, performance reviews, and other relevant human resources matters
4. Oversee shelter building maintenance projects and support the day to day upkeep of the shelter building
5. Provide for quality assurance in accordance with state and federal regulations and funding requirements, including data collection and reporting
6. Ensure timely and accurate data submission; generate reports in accordance with grant requirements; and utilize the data to inform programmatic and organizational goals
7. Engage in direct support and advocacy with individuals and families affected by domestic abuse and violence, including in-person advocacy, the staffing of PFP's 24-hour helpline during daytime shifts, some overnights and weekends; participate in "back-up" support for staff and volunteer helpline advocates
8. Perform other duties as assigned

Ideal candidates will have:

- Master's Degree preferred, or 5-8 years relevant (work or life) experience
- 3-5 years supervisory experience, preferred
- Experience as a domestic violence advocate working both in rural and urban communities, preferred



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- Ability to effectively coordinate long-term projects while managing day to day tasks
- Flexibility in a rapidly changing environment
- Demonstrated ability to communicate and engage effectively, respectfully, and professionally with survivors, community partners, co-workers, and other partners
- Enthusiasm for engaging with diverse populations and marginalized communities, and commitment to co-creating an equitable, inclusive and diverse workplace
- Understanding of the impact community systems and institutions have on people affected by domestic violence
- Sensitivity and knowledge of the impacts of trauma and the dynamics of domestic violence, partner/dating abuse, sexual assault in relationships, stalking, and human trafficking, or willingness to learn
- Ability to maintain and preserve confidentiality
- Ability to enter data and units of service accurately and in a timely manner
- Experience with a variety of software applications including, but not limited to Google suite, data programs, Microsoft Word, Excel, and Office 365 programs

How to apply:

Please submit 1. **Resume** and 2. **Cover Letter including views on domestic abuse** to the following address: Hiring Committee, Partners for Peace P.O. Box 653 Bangor, ME 04402-0653 or via Email: hiring@partnersforpeaceme.org; no phone calls please.

Applications will be reviewed as they are received with priority given to applications received by **December 10**. Positions will remain open until filled. Applications received without all requested documents will not be considered. Full job descriptions will be made available to candidates at the time of interview.

Partners for Peace is an Equal Opportunity Employer, 2021

Partners for Peace proudly celebrates all unique identities including, but not limited to; Black and Indigenous people and all people of color; women (trans and cis), intersex people, non-binary people, and men (trans and cis); young people and elders; poor and working-class people; people with disabilities; people with chronic mental health conditions; lesbian, gay, bisexual, asexual, pansexual people, and all others under the Q+ umbrella; monogamous and polyamorous people; immigrants and people with limited or no English proficiency; housed or unhoused people; and people of all faiths and traditions, no matter wealth, ability, intellect, sobriety, social status, or appearance. We acknowledge that this list is not all inclusive and will change as our knowledge grows.