

Bowling Green - Client Services Director

Qualifications

Job Title: Client Services Director
Classification: Full-Time, Exempt

Supervisor: Executive Director

Qualifications

1. Bachelor's Degree or equivalent job-related experience, preferably in human resource management, nursing, social work, psychology, or related service field. At least two years' experience in church or Christian ministry.
2. Analytical ability to participate in development and review of policy and procedures, formulate goals, resolve complex management situations, and evaluate staff needs and quality of client service.
3. Excellent oral and written communication skills to relate to professional, medical, church, and social service agencies/organizations, as well as volunteers, clients and donors.
4. Excellent interpersonal skills to train and supervise volunteers, work with clients and influence general public.
5. Possess a high level of computer skills that includes: Internet skills, (Chrome specifically), client tracking software, educational software, social media programs, Office Suite and Microsoft Outlook.
6. Self-starter with good judgment and integrity.
7. Willingness and ability to serve clients and other Options for Women constituencies, (including other staff, donors, vendors, etc.), in a way that honors Jesus Christ and supports and promotes Options for Women's life-affirming ministry.
8. Willingness and ability to demonstrate commitment to Options for Women's mission and vision in the execution of client services director responsibilities.
9. Willingness and ability to share the gospel of Jesus Christ by word and example, including prayer. Encourage clients, staff and other Options for Women constituencies and to contribute to an office environment conducive to supporting Options for Women's ministry of life.

Interested?

Please email your resume to Paul@Options573.com