

## PROGRAM MANAGER

ANEW Place is seeking a compassionate, organized, motivated and resourceful individual to manage the day-to-day operation of its congregate transitional shelter facility and related programs, which serve our neighbors experiencing homelessness in the Greater Burlington area. ANEW Place is a faith-based homeless services agency equipping adults in the Greater Burlington area experiencing homelessness with the tools for lifelong change.

**THE OPPORTUNITY:** The Program Manager reports directly to the Executive Director. Primary responsibilities include overseeing the management and day-to day operation of the 24/7/365 transitional shelter including supervision of a staff of approximately 5 -7 individuals, developing and implementing policies and procedures, assisting in managing a waitlist of potential guests and overseeing guest intakes, developing ongoing enrichment opportunities for guests, managing the physical needs of the property, participating in maintaining compliance with grants, and integrating the program with other homeless and human service organizations in the community. The goal is to ensure a safe, supportive and welcoming environment in the congregate residential facility.

### **CANDIDATE CRITERIA:**

- Compassion for low-income individuals and understanding of issues pertaining to those affected by poverty and homelessness
- Minimum of a bachelor's degree in social work or a related field
- Experience working in a shelter setting or with persons affected by homelessness is preferred
- Ability to maintain records, prepare written documents, reports and other materials
- Ability to use internal and external electronic tracking systems and database software
- Strong communication and organization skills

Salary commensurate with experience.

For more information visit [anewplacevt.org/employment](http://anewplacevt.org/employment).

To apply please send cover letter and resume to [terri@anewplacevt.org](mailto:terri@anewplacevt.org)