



Job Title: Director of Women's Recovery  
Location: Women's Recovery at Anna Ogden Hall  
Status: Full-time, exempt

The Director of Women's Recovery at Anna Ogden Hall will manage all business operations of the shelter and is responsible for leading all staff and ministry programs designed for women and children in the LIFE recovery program.

#### Responsibilities

- Collaborate with other ministries for women and children within UGM to provide consistent policies and programming
- Collaborate with the Crisis Shelter for Women and Children to recruit for long-term LIFE recovery program
- Work to build a culture of trust and teamwork following our model of Core Values and Grace Training
- Effectively appoint and equip volunteers for purposeful service
- Manage administration and business operations at the shelter with excellence
- Update and inform Human Resources of all critical updates and changes involving staff
- Communicate with Human Resources regarding staff schedule changes and adjustments
- Serve as the primary spokesperson for Women's Recovery at Anna Ogden Hall

#### Required Qualifications

- Proven management and leadership abilities
- Excellent interpersonal skills
- Skills to motivate, build effective teams and resolve conflicts

#### Preferred Qualifications

- Bachelor's degree or higher in Business Administration, Organizational Leadership or related field, and/or equivalent experience
- Experience working with people without homes, with addictions, and in recovery programs

Compensation: Competitive salary, depending on experience

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION  
[HumanResources@uniongospelmission.org](mailto:HumanResources@uniongospelmission.org)  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: 509-535-0315  
[uniongospelmission.org/employment](http://uniongospelmission.org/employment)