

**eliminating racism  
empowering women**  
**ywca**

**Central Massachusetts**

Position: Director of Domestic Violence Services/ Transitional Housing Program

Accountability: Executive Director

Location: Worcester/Leominster

CORI Required: Yes

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**About the YWCA Central Massachusetts**

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

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**General Function:**

Provide administrative direction for development, expansion and coordination of Domestic Violence Services and Transitional Housing Program. Oversee administrative functions of the department including supervision of staff, development and management of budget, volunteer recruitment, and the development of community resources and relations.

**Responsibilities:**

1. Representative to Daybreak Standing Committee, BWR Advisory Committee, and other committees as assigned by the Executive Director.
2. Prepare and oversee the administration of the annual Daybreak, BWR and transitional housing operating plans and program budgets in accordance with the Association's strategic plan and financial plan.
3. Work with Department Directors, volunteers, community, business and industry representatives to develop, market and fund new areas of program.
4. Supervise and appraise job performance of direct reports.
5. Ensure coordination within assigned program units and integrate the needs of program units with the total Association operations.
6. Design, implement and maintain an internal planning, monitoring and evaluation system for meeting program goals and objectives.
7. Provide liaison with community groups/agencies and other organizations as assigned by the Executive Director.

8. Prepare regular analysis and reports of program performance for Executive Director, funders and committees as needed.
9. Prepare program data and statistical information as required by United Way and other funding organizations.
10. Perform other job related duties as assigned by the Executive Director.

**Qualifications:**

- Masters Degree plus relevant experience in social work, program development, organizational planning, human services administration or related field.
  - Proven strategic and tactical planning skills for program planning and operation.
  - Skills in supervision and community organization.
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**How to apply:**

If you are interested in applying for any of the above positions please complete an Employment Application and send the completed application and resume to:

Email: [HR@ywcacentralmass.org](mailto:HR@ywcacentralmass.org)

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts  
Attn: Director of Human Resources  
1 Salem Square  
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.