



Hiring: Associate Director

Background:

The Healing WELL, founded in 2015, is dedicated to fostering wellness and leadership within the community so together we can create a brighter future for all who call the Tenderloin neighborhood their home. We recognize that true healing requires addressing not just physical needs but also mental, emotional, and spiritual well-being. We offer free daily classes and 1x1 sessions, such as Yoga, Poetry, Recovery Support Groups, and Healing Touch. We also offer a Leadership Development Program, supporting our neighbors as they strive to be “healers” in this community. Additionally, we have free food distribution and various special events and activities. Through our movement, mindfulness, creative arts, physical fitness, and social support programs, we create a sanctuary for those facing poverty, addiction, and mental health challenges.

The Associate Director will play a pivotal role in advancing our mission, overseeing the development and delivery of our evidence-based wellness programs, and partnering with organizations that advocate for lasting community change. Guided by principles of compassion, justice, and harm reduction, the Associate Director will help ensure that The Healing WELL continues to be a place of healing, hope, and transformation.

Position Overview: This is an exciting role for a motivated self-starter able to work cross-functionally across all our initiatives. You will provide strategic and operational leadership for our wellness programs, ensuring they align with our mission and community needs. This role involves organizational leadership, program management, and administration. You will work closely with the director/founder, staff members and participant leaders, group facilitators and volunteers, the Advisory Committee, and others to foster a positive, safe, and collaborative environment.

Key Responsibilities (in equal parts):

1. Organizational Leadership:

- Act as a thought partner with the Director and Advisory Committee, contributing to strategic planning and decision-making.
- Supervise, manage, and support staff and session facilitators, ensuring alignment with organizational goals.
- Evaluate program and event offerings, providing recommendations for improvement and innovation.

2. Program Management:

- Oversee the management of wellness classes and 1x1 sessions, ensuring high-quality delivery and participant satisfaction.
- Develop and enhance program offerings, ensuring they meet the community's needs.
- Recruit, onboard, and schedule session facilitators and support staff.
- Cultivate and maintain relationships with community partners to enhance reach and impact.
- Organize training sessions for staff, leaders, facilitators, and volunteers to ensure ongoing professional development.

3. Administration:

- Create and manage a monthly schedule of program offerings.
- Serve as the primary staff member for the Leadership Development and Neighborhood Programming subcommittee.
- Oversee the maintenance and updating of key databases, including participants, facilitators, volunteers, newsletter recipients, and calendar recipients.
- Support fundraising and development activities, contributing to the organization's financial sustainability.

Qualifications:

- Proven experience in program management, preferably in a wellness or community-based setting.
- Strong leadership and supervisory skills, with the ability to manage and motivate a diverse team.
- Excellent organizational and communication skills, with attention to detail and the ability to manage multiple priorities.
- Experience in relationship building and partnership management.
- Proficiency in using databases and scheduling tools.
- Ability to work collaboratively in a team environment and adapt to changing circumstances.

Education and Experience:

- At least 2-3 years Supervisory experience.
- At least 2-3 years Program Management experience.
- Training and experience around trauma and substance use disorders.
- Direct experience with marginalized populations.
- Master's or Bachelor's degree in social sciences, community studies or related fields.

Knowledge, Skills, and Abilities:

- Understanding of issues facing un- and marginally-housed people, including poverty, homelessness, substance abuse and addiction, and mental and physical health challenges.
- Good listening, communication, critical thinking, conflict resolution, and de-escalation skills.
- Ability to work in a small team.
- Strong writing skills.
- Ability to manage and cope with stressful situations.
- Organizational skills.
- Database management experience.
- Strong work ethic.

Compensation:

In joining The Healing WELL, you become part of a compassionate and diverse team dedicated to fostering wellness and recovery in our community. The Healing WELL prioritizes the safety, health, and well-being of its employees, offering competitive salaries and a comprehensive range of benefits, including:

- Medical and dental insurance
- Generous paid time off
- Retirement savings plans
- Professional development programs
- Hybrid workplace with 4 days on-site and 1 day remote
- A welcoming, inclusive, and supportive work environment

Pay:

- \$75,000 to \$80,000 annually

Equal Employment Opportunity:

The Healing WELL is a fiscally-sponsored project of Community Initiatives. Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

To Apply:

Please submit your resume, cover letter, and salary expectations to admin@healingwellsf.org. Applications will be accepted until this position is filled.