



Ruth's Cottage and The Patticake House

Assistant Director Job Opening

The Tifton Judicial Circuit Shelter, Inc., DBA Ruth's Cottage and The Patticake House (RCPCH) has a mission to serve victims of child abuse, domestic violence, and sexual assault while offering education and outreach to our communities of the Tifton Judicial Circuit. Since 2002 when the organization was incorporated, the services have grown each year and programs expanded to become a triple program unique in South Georgia. In 2022, the organization served 2185 adults and children through its many programs and activities. For more information, please visit www.StopTheHurtGA.org.

The Assistant Director (AD) is responsible for all grant management of the organization, accounts payable and payroll duties. The AD is responsible for the volunteer/intern management of the organization. Human resources management of all personnel under the management level is also the responsibility of the AD. The position of the AD is to stand in, as needed, for the Executive Director and works in conjunction with the ED. The successful candidate will possess the following competencies:

- Integrity, strong work ethic, self-motivating, high level of communicating skills, proven business acumen and track record of effective program and time management.
- Experience in human resources, include payroll management. Proficiency in Quickbooks.
- Experience in detailed reporting and tracking of data.
- Experience in grant management.
- Ability to work as a team member for the good of the organization.
- Minimum undergraduate degree in a human services field with non-profit work experience.

Compensation and Benefits

- Full Time Exempt Position
- Salary Range \$45,000 - \$75,000
- 90% of Medical Benefits paid by RCPCH.
- 3% Retirement Investment by RCPCH.
- 12 Paid Holidays
- Generous Paid Time Off Plan
- Life Insurance
- Employee Assistance Program

Position available June 1, 2023 with up to one month of paid training with the current AD prior to the start date.

Interested applicants should apply via the agency website: www.StopTheHurtGA.org.