

# LOWER UMPQUA HOSPITAL JOB POSTING

<b>Position</b>	<b>Family Resource Center Manager</b>
<b>Department</b>	Family Resource Center
<b>Status</b>	Full-time
<b>Post Date</b>	8/7/2020
<b>Date Available</b>	8/14/2020
<b>Close Date</b>	Until filled

**Lower Umpqua Hospital seeks a full-time Family Resource Manager.**

The Manager of the Family Resource Center is accountable to the LUH Administrator and the FRC's Board of Directors; responsible for the management of the Center; supervision of the staff and volunteers; promotion of the Center in the community; assessment of what the Center should offer; coordination with agencies, businesses, and organizations that serve coastal Douglas County; responsible for overseeing budget and securing funding for the maintenance of the physical plant as well as for its programs.

### **ESSENTIAL DUTIES**

- Write news articles, press releases (by working in correlation with Public Relations).
- Prepare and oversee budget.
- Facilitate the FRC Board meeting.
- Network with community groups and agencies that serve the community.
- Train and supervise staff and volunteers.

### **MARGINAL JOB DUTIES**

- Routine copying, filing, and mailing

### **QUALIFICATIONS**

- Pleasant, outgoing personality for contact with the community, staff, and clients.
- Must be compassionate, caring and have a willingness to help others.
- Excellent organizational skills.
- Good written and oral communication skills
- Able to work independently
- Able to network effectively with community groups

### **WORKING CONDITIONS**

- Able to work in spite of constant interruptions.
- Capable of handling multiple tasks.
- Reports to the District Administrator.

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