

**Organization:** Nicole's House  
**Job Title:** Associate Director  
**Type:** Full-Time  
**Location:** Benton County, AR  
**Compensation:** \$40,000/year  
**Reports to:** Executive Director

### **About Nicole's House**

Nicole's House is a one-year, residential Christ-centered recovery ministry that helps women transition from addiction and often incarceration through faith, structure, and community. Our mission is to empower women to experience lasting freedom through surrender to Jesus Christ and equip them to live with purpose, stability, and hope.

### **Position Summary**

The Associate Director will shadow and assist the Executive Director, learning all aspects of ministry and nonprofit management with the goal of preparing to assume the Executive Director role in the future. This includes leadership, case management, volunteer coordination, addiction recovery strategies, work with criminal and drug courts, probation and parole, event planning and development, and providing administrative support.

### **Key Responsibilities**

#### **Leadership & Program Oversight**

Support staff and volunteers in maintaining a safe, nurturing environment for residents. Ensure all aspects of the program are implemented in a timely manner and reflect the mission, Christian values and Six Pillars to Freedom model of Nicole's House.

#### **Volunteer & Community Engagement**

- Vet, onboard, and maintain relationships with mentors, sponsors, and volunteers.
- Lead 3-hour volunteer orientations to ensure alignment with Nicole's House mission and values.
- Build relationships with community organizations and churches to expand outreach and resources.
- Build and maintain donor relationships.

#### **Applicant Screening & Admissions**

- Earn credentials through the Benton County Jail Chaplain Program for inmate ministry.
- Visit and vet inmate applicants and maintain ongoing communication throughout the process.
- Screen applicants from behavioral health units, detox centers, and other referral sources.

- Coordinate resident admissions and prepare welcome baskets with hygiene and clothing items.

### **Case Management & Resident Development**

- Meet weekly with residents to assess spiritual, emotional, and behavioral growth.
- Track progress and document notes in resident binders.
- Assign training sessions and encourage residents toward transformation through Christ.
- Celebrate victories and address challenges using truth and compassion.

### **Administrative & Financial Support**

- Assist with CRM software – including donor data entry, report creation, and utilizing Zeffy.
- Help with deposits, expense tracking, and financial documentation.
- Lead and/or support development initiatives and networking efforts.

### **Board & Committee Participation**

- Attend all board and committee meetings as part of leadership development.

### **Qualifications**

- Leadership or program management experience, ideally in recovery, ministry, or nonprofit settings.
- Development skills and event planning experience
- Strong written and verbal communication skills.
- Excellent organization and time management.
- Experience in budget creation and adherence.
- Knowledge of 501 © (3) state and federal regulations.
- Personal relationship with Jesus Christ and a servant leadership mindset.
- Previous experience working in addiction recovery, criminal court systems, behavioral health programs and inmate population.

### **Core Competencies**

- **Faith-Led Leadership:** Models surrender to Jesus Christ. Builds trust and offers Biblically based guidance.
- **Encouragement & Accountability:** Balances grace and truth.
- **Administrative Diligence:** Accurate and organized recordkeeping.
- **Relationship Building and Maintenance:** Residents, staff, volunteers, churches, businesses, networking resources and the criminal justice community

## **How to Apply**

Submit the following to [sandy@nicolehouse.info](mailto:sandy@nicolehouse.info)

1. Résumé
2. Statement of faith
3. Two professional or ministry references