



**PTSD FOUNDATION  
OF AMERICA**

## **ASSISTANT MANAGER**

The Assistant Manager will contribute to the mission of the PTSD Foundation of America is to bring hope and healing to Combat Veterans and their families suffering from the effects of combat-related Post Traumatic Stress. We attempt to bring healing by directly providing evidence-based peer-to-peer mentoring, both on an individual basis and in group settings.

**Job Description:** Operates in a capacity of a multidisciplinary role for the success of the organization. Ensure safe and efficient operations. Serving as a company representative on regulatory issues. Enhancing the operational procedure, systems, and principles in the areas of information flow and management, business processes, enhanced management reporting and looks for opportunities to expand systems. Fulfill managerial responsibilities in accordance with organization policies and applicable laws.

**Responsibilities:** The Assistant Manager has the following responsibilities and duties:

- Possess considerable knowledge of PTSD and general mental disorders, psychosocial aspects of PTSD and general mental disorders, and understanding the needs of the Veteran Community.
- Organize operations and activities in accordance with the mission and goals of the organization.
- Communicate and demonstrate the organization's mission, goals, and culture
- Possess considerable knowledge of PTSD and general mental disorders, psychosocial aspects of PTSD and general mental disorders, and understanding the needs of the Veteran Community.
- Support the strategic direction of the organization.
- Develop an evaluation method to assess operational strengths and identify areas for improvement.
- Managing a team with a diverse array of talents and responsibilities.
- Ensure goals are met in areas of safety, quality, and team member performance.
- Produce accurate and timely reporting of operations and programming
- Ensure relevant standards, processes and regulations are maintained and enforced.
- Demonstrate management and leadership skills; ability to lead a multi-sector team.
- Good report writing skills with exceptional people skills.
- Ability to collaborate with colleagues, external audiences, and partners in the areas of public policy, systems change, housing development/operations, and/or the delivery of supportive services for Veterans.
- Responsible for the training, growth, and development of support groups and employees.
- Any additional duties as assigned

**Requirements:** The Assistant Manager should have the following skills, education, and experience:

- Bachelor's in Business or related field. (Experience will be taken into consideration in lieu of education).
- Minimum 3 years of experience Management.
- Knowledge of performance evaluation techniques and key metrics.
- Competency in Microsoft (Excel, Outlook, PowerPoint, and Word), SharePoint & DonorPerfect.
- Has a go-getter attitude with the ability to deliver results and work autonomously.
- Proven experience managing a team.
- Willingness to travel frequently.

**Physical Requirements:**

- Regularly requires sitting or standing for extended periods of time.
- Occasional exposure to air and blood borne pathogens; staff may be required to wear specialized personal protective equipment and exposure to outdoor weather conditions.

**Compensation:** The PTSD Foundation will provide the following compensation:

- Salary: \$40,000 - \$50,000.00
- Medical, Dental and Vision benefits
- Life Insurance
- Other benefits