



509 S Kentucky Ave
Evansville, IN 47714
(812) 423-9222

GAIN Program Administrator **Evansville Christian Life Center**

Reports To: Director of Anti-Poverty Initiatives

FLSA Status: Non-Exempt

Job Summary:

GAIN Program Administrator is responsible for coordinating “Getting Ahead in a Just-Gettin’-By World” workgroups (GAIN) and providing case management services to GAIN households at the Evansville Christian Life Center (ECLC). The GAIN Success Coach provides the supervision needed to coordinate the GAIN program in accordance with the mission of ECLC. This position manages volunteers and clients and maintains collaborative partnerships with other approved agencies for the advancement of each organization’s mission and work in the community. As the primary case manager, the GAIN Program Administrator conducts intake assessments, assists in the development of individualized action plans, coordinates resources, monitors client progress, makes agency referrals, and documents outcomes to support participants on their path to self-sufficiency.

Key Responsibilities:

- Coordinate functions of ECLC’s anti-poverty programs with an emphasis on departmental harmony and organization.
- Provide comprehensive case management to GAIN households, including intake assessments, individualized case planning, resource coordination, progress monitoring, and outcome documentation.
- Communicate with the Director of Anti-Poverty Initiatives to maintain the highest level of departmental effectiveness.
- Support volunteer recruitment, training, and scheduling with the approval of the Director of Anti-Poverty Initiatives.
- Maintain appropriate policies and procedures that promote a fair, safe environment for staff, volunteers, and clients, ensuring strict compliance with state and local regulations when mandated.
- Refer clients to community services that benefit ECLC and GAIN participants.

- Participate in special events and professional development opportunities when appropriate and relevant to the position.
- Portray a Christian attitude toward fellow staff, volunteers, clients, and the community.
- Provide leadership to volunteers and clients of the GAIN initiative and other anti-poverty programs.
- Perform any other duties deemed necessary by the Director of Anti-Poverty Initiatives and ECLC's Leadership Team.

Qualifications & Skills:

To perform this job successfully, an individual must have accepted Jesus Christ as their personal Savior, be an active member of an evangelical (Bible-believing) church, and carry out each duty satisfactorily.

Education and Experience

- High School diploma or GED required.
- Associate's or Bachelor's Degree preferred.
- Experience in non-profit, human services, or related fields preferred, including direct case management with households in poverty.

Skills and Attributes

- Excellent interpersonal, oral, and written communication skills.
- Ability to read, analyze, and interpret information accurately to effectively interact with staff, volunteers, clients, and external contacts.
- Sufficient life experience to demonstrate maturity and sound judgment.
- Ability to exercise decisive leadership and discipline.
- Ability to prioritize and delegate responsibilities.
- Proficiency with Microsoft Word, PowerPoint, and Excel.

Work Environment:

- The physical demands are representative of requirements necessary to perform the essential functions of the Anti-Poverty Initiatives Coordinator. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee regularly sits at a desk, uses hands to type, reaches with arms, and communicates verbally. The employee occasionally stands, walks, climbs, balances, stoops, kneels, or crouches, and lifts up to 50 pounds.
- The GAIN Coordinator must manage frustration and personal or work stress without allowing it to interfere with relationships with staff, volunteers, community organizations, or clients.

Disclaimer:

This job description is not all-inclusive, and employees may perform other reasonably-related business responsibilities or duties as assigned by the Director of Anti-Poverty Initiatives and Executive Director/CEO. This organization reserves the right to revise or change position duties as needed. This job description does not constitute a written or implied contract of employment.

Consent/Acceptance Clause:

I have read and understand the above-mentioned qualifications and requirements for this job position. I meet or exceed the qualifications outlined in this job description. I am willing to carry out these specifications according to the Evansville Christian Life Center policies and procedures.

Employee Signature

Date