

Evansville Christian Life Center, Inc.
Job Description

Position: GAIN Coordinator

Reports to: Director of Anti-Poverty Initiatives; API Administrator

FLSA Status: Non-Exempt

Directly Supervises: Volunteers and Clients involved in Anti-Poverty Initiatives

Narrative Description

The GAIN Coordinator is responsible for coordinating and facilitating ECLC's "Getting Ahead in a Just-Gettin'-By World" workgroups. The Coordinator provides the supervision and leadership needed to the GAIN program in accordance with the mission of the Evansville Christian Life Center. This position manages volunteers and clients and is responsible for maintaining collaborative partnerships with other approved agencies for the advancement of each organization's mission and work in the community.

Requirements

The GAIN Coordinator must understand the demands and needs of a non-profit organization and the partnership that must exist between the board, staff, and volunteers. This position requires the ability to organize such human resources to accomplish the goals of the Life Center's anti-poverty initiatives.

The GAIN Coordinator must be a motivated self-starter, capable of taking the initiative to complete tasks with or without supervision.

There must be a general understanding of the community and its available resources. Specifically, there must be the ability to work closely with the Director and the Administrator of Anti-Poverty Initiatives to communicate needs of the program and provide assistance as needed with resource development.

The GAIN Coordinator must maintain personality, attitude and conduct that will positively influence the overall program climate and effectiveness and promote mutual respect among all staff, volunteers, clients and the community.

The Coordinator must be able to interpret the mission and values of the Life Center and ensure that all programs and services support the advancement of both.

There must be a spiritual maturity that provides adherence to the spiritual values of the Life Center while challenging the spiritual growth of staff, volunteers and clients served through programs.

Responsibilities

Coordinating functions of the Life Center's anti-poverty programs with an emphasis on departmental harmony and organization.

Communicating with the Director and the Administrator of Anti-Poverty Initiatives to maintain the highest level of effectiveness within the department.

Supporting volunteer recruitment, training and scheduling with the approval of the Director of Anti-Poverty Initiatives and/or the API Administrator.

Facilitating "Getting Ahead in a Just-Gettin'-By World" workgroups at ECLC and off-site, with GAIN partner organizations.

Maintaining appropriate policies and procedures that promote a fair, safe environment for staff, volunteers, and clients. This includes ensuring strict compliance with state and local regulations when mandated.

Referring clients to appropriate and beneficial community services that are beneficial to clients of the Evansville Christian Life Center and GAIN Initiative.

Participating in special events and/or professional development opportunities when appropriate and relevant to the position.

Portraying a Christian attitude toward fellow staff members, volunteers, clients and the community.

Providing leadership to the volunteers and clients of the GAIN initiative and other anti-poverty programs.

Performing any other duties deemed necessary by the Director of Anti-Poverty Initiatives, the API Administrator, and/or the Evansville Christian Life Center's Leadership Team.

Results

This position is highly influential on the overall effectiveness of the department and its contribution to the advancement of the Life Center mission and goals. This position will be viewed as effective when:

The mission and purposes of the Life Center are reflected in the daily operation of all phases of anti-poverty programming so that the reputation of the Life Center is Christ-honoring and the results are evidenced in high impact program growth.

There is solid management of the administration and daily operation of all programs evidenced by purposeful and coordinated programs, good client/volunteer/community relations and sound financial management.

There is a smooth collaboration with volunteers, clients and the community in the execution of all phases of anti-poverty programming.

Qualifications

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 be able to carry out each of the major duties satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required.

Education and Experience

High School diploma or GED required.

Associates or Bachelor's Degree preferred.

Experience in non-profit, human services or other related fields is preferred.

Skills and Attributes

Excellent interpersonal, oral and written communication skills.

Ability to read, analyze, and interpret information accurately in order to effectively present, respond, and appropriately interact with staff, volunteers, clients and external contacts.

Must possess an element of maturity with sufficient life experience.

Ability to exercise sound judgment in implementing decisive leadership and discipline.

Ability to prioritize and delegate responsibilities.

Excellent computer skills, including proficiency with Microsoft Word, PowerPoint, and Excel.

Physical Demands and Work Environment

The physical demands are representative of physical 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 is regularly required to sit at a desk for periods of time and to use their hands to finger, handle, feel, grasp, and type; to reach with hands and arms, and to talk and hear. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds.

The GAIN Coordinator must be able to manage frustration and personal or work stress without allowing it to interfere with her/his relationship with the staff, volunteers, community organizations and/or clients.