

Sacred Heart Mission For Gladwin Co. MI

POSITION TITLE: Mission Coordinator

DATE: November 2020

TYPE OF POSITION: Full-time, Salary, Exempt

POSITION SUMMARY: The Mission Coordinator provides supervision, oversight and management of the daily operations of the thrift store and food pantry consistent with the policies and procedures of Sacred Heart Mission for Gladwin Co. MI.

MAJOR DUTIES AND RESPONSIBILITIES:

Description:

- Supervises staff and volunteers of the Sacred Heart Mission.
- Provides social service assistance to eligible clients in the following areas: Food, clothing, furniture, and financial assistance; interviews clients to determine need and eligibility to receive services; prepares accurate and complete client records; refers clients to community agencies and maintains effective working relationships with the same; ensures compliance with program policies and procedures.
- Maintains food pantry inventory by placing orders with vendors as well as purchasing food and non-food items from local stores.
- Trains staff and volunteers.
- Uses Mission resources (financial and non-financial) prudently.
- Acknowledges and follows financial policies of the Mission.
- Other duties as assigned.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

APPRAISAL: This position will be evaluated by the Pastor based on the job description on a yearly basis.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

High School diploma or GED required. Bachelor's degree highly preferable or equivalent retail/resale experience. Reliable and trustworthy, sound decision-making skills. Strong verbal, writing & organizational skills. Proficiency in Windows and Microsoft Office and social media platforms. Demonstrated ability to serve clients in a professional, welcoming, and efficient manner. Valid Michigan driver's license and legally required insurance. Cooperative, friendly, and helpful attitude with clients and co-workers and Mission board members.

WORKING CONDITIONS:

Requires ability to sit up to 3+ hours per day with frequent walking, standing, bending, squatting, pulling and pushing. Requires ability to keyboard at computer for up to 3 hours per day. Routinely required to lift items up to 10 pounds to a height up to 6 feet and 11-25 pounds to a height of 3 feet. Occasionally may be required to carry items up to 30 pounds for distances up to 25 feet.

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SALARY/WAGES AND BENEFITS:

Competitive salary/wages based on experience. Employer paid (for employee) health care, dental, 401(K), short term disability and life insurance.

THE SACRED HEART MISSION FOR GLADWIN CO. MI RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION AS NECESSARY OR AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.