

JOB TITLE: Project Coordinator
**REPORTS TO: VP, Client Services, Housing,
and Mobilization**
DEPT: Client Services, Housing, and Mobilization

STATUS: 508/TEMP/PT
SCHEDULE: Monday-Friday
DATE: May 2019

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

SUMMARY OF POSITION:

Springs Rescue Mission (SRM) Client Services, Housing, and Mobilization Project Coordinator position provides Project support for the Vice President (VP), of Client Services, Housing, and Mobilization. A qualified candidate must be attentive to detail and have strong organizational skills for performing time-sensitive tasks for VP.

DUTIES & RESPONSIBILITIES:

- Arranges meetings, manages multiple calendars, and completes special projects as assigned by VP
- keeping track of all project-related paperwork; ensure all needed materials are current and properly filed and stored
- Establishes, develops, maintains and updates filing system for the VP and the department; retrieves information from files when needed
- Collects, compiles, and prepares miscellaneous reports and data as outlined by the VP
- Participates in department and interdepartmental meetings.
- Records meetings, discussion, decisions, actions, and planned activities. Compiles after-meeting-report minutes. Obtains VP approval, signature, then shares with targeted audiences
- Prepares routine and advanced correspondence including letters, memoranda, and reports; prepares mailings
- Performs other duties as assigned

JOB REQUIREMENTS, QUALIFICATIONS, AND SKILLS

- Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM's Statement of Faith
- Mature Christian, with a stewardship mindset; able to exhibit discernment and good judgment in alignment with SRM core values, purpose, and policies
- Passion for SRM's mission, able to work well with diverse groups of people, exhibiting compassion and Christ's love while treating all people with dignity and respect
- Serves as an advocate for the homeless and raises awareness of the needs and concern for the addicted and those in poverty, engaging others within one's influence of greater involvement and effectiveness on behalf of this population in Colorado Springs
- Proficient in MS Office/Office 365 with expertise in Word, Outlook, PowerPoint, and Excel
- Exceptional communications, time management, and organizational skills
- Expert written and verbal communication skills

- Well organized, detail oriented, and able to effectively multi-task

EDUCATION/EXPERIENCE:

- Bachelor's Degree in Business Administration or related field
- Previous experience in an administrative, marketing, or manager role

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

The Administrative Assistant will routinely move throughout the ministries of SRM. Some local travel required, typically within the greater Colorado Springs area. Must be able to climb stairs daily and lift up to 25 pounds on an occasional basis

EQUIPMENT/TOOLS USED:

Computer

Internet

Fax

Phone

Copier