



## Job Description: Site Coordinator

### Job Purpose Summary:

Reporting to the Executive Director, this position will undertake a variety of administrative and program management tasks. It will involve planning and organizing support services and activities as well as fulfilling important operational duties, included, but not limited to, meeting one on one with DH517 clients and potential clients.

To be an excellent Site Coordinator, you must be organized, love people, and be comfortable working with a diverse group of individuals. You will need to facilitate the effective management of programs according to DH517 philosophy and standards. This is a part-time, hourly position, with a semi-flexible schedule requiring 24-32 hours, per week. For more information or to apply, please visit <https://discoverhope517.org/about/staff/>

### Duties & Responsibilities:

- Maintain professional interaction with staff, volunteers, recoverees, and community interaction, adhering to the Ministry Covenant
- Must be able to relay DH517 Mission and Vision Statements and Core Values in practice
- Maintain communication and updates to the Ministry Director
- Coordinate/Lead Breaking Free recovery support gathering
- Coordinate/Lead New Life groups
- Coordinate/Lead Family & Friends Support groups
- Coordinate/Lead Volunteer & Mentor connections and trainings
- Conduct intake interviews with individuals seeking support services, track their progress, follow-up
- Recruit, assess, coordinate, train, and support volunteer staff coverage for areas of need
- Promote & communicate the DH517 story to the community - Churches, civic organizations, etc.
- Maintain a database with individuals connecting to the ministry, participants, volunteers, donors
- Communicate social media needs to the Communications & Marketing Director
- Keep expenditures within budgetary guidelines

### Qualifications

- Must be a born-again believer and Spirit-led follower of Jesus Christ
- Must be a member of a local Evangelical Church
- Must be able to share the hope of the gospel
- Ability to work independently, with minimal supervision
- Good communication and people skills
- Ability to work as a team member and leader
- Ability to keep confidentiality
- Ability to multitask, organize and problem solve
- Ability to work a flexible schedule
- Pleasant, approachable demeanor

*This description is used as a guide. Discover Hope 5:17 reserves the right to change, add, delete, or modify the position without prior notice, at any time. Last modified 8/30/22*

*“This means that anyone who belongs to Christ has become a new person. The old life is gone; a new life has begun!”*

*2 Corinthians 5:17*