

# Lake Christian Ministries, Inc

## Position Summary

Position: **NEW TOMORROWS Coordinator**

### **Purpose**

The NEW TOMORROWS Coordinator manages all the logistics and provides the administrative assistance necessary to the successful implementation of the New Tomorrows programs with special focus on the Partners Program.

New Tomorrows strives to assist our neighbors in moving beyond our emergency services toward that secure future primarily driven by their own efforts. The existing programs that fall within the scope of New Tomorrows are: Partners Program, Course Offerings (GA in a JGB World, NETworX, life skills mini-courses), and Job Search/Placement Assistance.

### **Major Responsibilities – (Operational, Internal) Tasks**

- Manage the logistics of the Partners Program
  - Oversee program for recruiting and selecting Neighbors
  - Support recruiting efforts for Partner volunteer positions and interview process
  - Schedule and facilitate program training sessions for Partners
  - Provide assistance to Partners regarding community resources
  - Compile and maintain general program statistics including assisting Partners in documentation and case management requirements in NT software system
  - Provide regular communication with Partners (regarding upcoming Partner Meetings, continuing educational opportunities, job opportunities, new community resources, and documentation requirements for neighbor relationships)
- Manage the logistics of the Job Search/Placement Program
  - Maintain current list of jobs available
  - Serve as the primary point-of-contact for employers seeking employees through Partners Program
  - Maintain employer information in NT software system
- Manage the logistics of Educational Component of New Tomorrows
  - Provide registration for courses offered
  - Coordinate child-care as necessary for courses offered, manage compensation for child-care service providers
  - Coordinate scheduling of venues and meals for course offerings as necessary
  - Communicate educational opportunities to neighbors via newsletter, announcements, and other means as appropriate
- Provide additional administrative support for all New Tomorrows programs
  - Assist in customizing NT Case management software system
  - Provide set up and data input to NT software system of historical and current information on partners and neighbors in program
  - Assist NT Program Director in controlling spending to budget
  - Assists NT Program Director in other administrative tasks as needed
- Provide coordination and communication with other LCM management and organizations as

required

### **Major Responsibilities – (Project, External, Long Term) Tasks**

- Assures the quality and efficiency of LCM's responsiveness to employers connected to the LCM Job Placement program
- Assures the quality of the NT program statistics reported to third parties and used in LCM funding requests and program proposals
- Provide input in revising New Tomorrows Program as lessons are learned

### **Skills Needed**

- Proficiency with Microsoft Office Products including MS Word, Excel, and Powerpoint
- Competency with using and maintaining NT data base system
- Good interpersonal skills