**Mustard Tree Ministries**

**Chattanooga, Tennesse**

**Program Coordinator**

**Background**

Mustard Tree Ministries (MTM) is a Christian mission dedicated to eradicating homelessness and poverty one life, one community at a time, based in Chattanooga, Tennessee. In pursuit of this work, MTM is seeking a Program Coordinator to work directly with Executive Director Pastor Barry Kidwell and the MTM Board to support its current mission and its future plans.

**Mustard Tree Ministries Values, Vision, & Mission**

*We believe:*

* In loving our neighbors as ourselves
* That every person has dignity and sacred worth
* That housing is the foundation to thrive in our community

*Vision:* We envision communities where all people have a safe and stable place to live, grow, and thrive.

*Mission:* We provide housing, support, and skill building that nurtures the individual, promotes belonging, and provides opportunities for individuals to reach their potential.

**Program Coordinator Essential Job Functions**

1. Coordinate and facilitate administrative and communication functions related to MTM’s current mission which includes (in no order):
   1. Volunteer and donor coordination and communication
   2. Updating media communications across various channels, such as web, social media, email, print and broadcast
   3. Helping to support regular and special mission outreach by helping to procure goods, services or other items needed to its needs
   4. Accurate record keeping as needed to support the ministry and its stewardship commitments
   5. Supporting the Executive Director and Agricultural Director as directed/needed.
   6. Plan and facilitate board, advisory council and staff meetings as needed for both project arms.
2. Coordinate communications and strategic planning with the MTM Strategic Committee, MTM Advisory Board & Planning Consultants (TBD) to facilitate goals and plans for the two project arms, which may include:
   1. Project tracking and reporting
   2. Research in support of plans and strategy
3. Assisting in the daily MTM ministry in support of its mission which may include direct assistance with the people MTM serves, at the discretion of and in discussion with the Executive Director.
4. Actively directly working in the field alongside MTM members and volunteers on a scheduled basis

**Knowledge, Skills, Abilities, and Other Characteristics:**

* Skill in establishing and maintaining effective working relationships with vulnerable persons, professional agencies, and the public.
* Skill and ability to tactfully communicate in complicated dynamics in order to establish rapport and gain partner and resident confidence, cooperation, and best effort.
* Skill in effective stress and time-management.
* Skill in working independently and in a team environment.
* Skill in organizing, planning, developing, supervising and managing program/events and prioritizing work with strong problem solving.
* Skill in practicing cultural sensitivity and emphasizing a safe and respectful environment for all.
* Skill utilizing verbal and written communication in providing presentations, educational materials, facilitating meetings and providing instructions.
* Skill in operating a personal computer utilizing a variety of software applications with proficiency with Microsoft Office Suite including Outlook, Word, Excel and PowerPoint.
* Skill in exercising good judgment and effective decision-making.
* Skill in delegating and working with a team of volunteers.
* Skill in preparing and maintaining policies and procedures.

**Minimum Qualifications**

Bachelor’s Degree. Working experience with volunteer, church or social service organizations, teaching, healthcare or other community service focused fields is preferred, but recent college graduates are welcome to apply. A valid driver’s license is required. Salary based on skills and experience starting at $40,000. Please send resumes to [mtmjobresponse@gmail.com](mailto:mtmjobresponse@gmail.com).