



Harvest Stand
Ministries

Events and Outreach Coordinator Job Description

POSITION OVERVIEW

At Harvest Stand Ministries (HSM), we are a positive influence in the lives of people by responding to human need with the love of Christ. We are looking for a positive, upbeat, and responsible person who wants meaningful work and is interested in being the hands and feet of Jesus, as we make a tangible difference in the lives of those in need. The Events and Outreach Coordinator is a part time, hourly employee. They will work with our amazing team of staff and volunteers, to help HSM further its awareness and standing in the community. This job is for a faith-based nonprofit, and has several job functions, so every day will be different and interesting. This position has flexibility and ownership to help us move the organization to the next level. We can't wait to find the next person who will help us grow and serve our community!

ORGANIZATIONAL OVERVIEW

Harvest Stand Ministries is a faith-based, non-profit organization providing support and resources to those in need in the Zeeland community for over 25 years. Those that interact with us experience grace, compassion, love and mercy as we walk along side them, discipling them from experiencing crisis to contributing to our world in meaningful ways. We offer a food pantry, free clothing store, and help create pathways and connections to resources via community partnerships.

QUALIFICATIONS:

1. Strong Christian Faith and ability to share Christ's love with others
2. A positive, patient and upbeat attitude with a spirit of 'yes'
3. Desire for purpose filled work
4. Self-starter with an ability to get things done, and able to problem solve.
5. Experience leading or directing projects or events.
6. Ability to maintain good working relationships with individuals of varying social and cultural backgrounds
7. Can communicate efficiently and effectively both verbally and in writing
8. Strong organizational leadership and time management skills
9. Willingness to do some physical work and ability to lift 40 pounds
10. Ability to handle confidential information in accordance with the Federal Privacy Act

ESSENTIAL FUNCTIONS

Outreach & Events:

- Oversee and lead outreach efforts for HSM. Staff these with volunteers, and coordinate the events
- Assist the Executive Director with planning and execution of annual HSM fundraisers
 - Events include: Golf Outing, Fall Banquet, Spring Fundraiser
- Be creative in looking for new fundraising opportunities
- Assist the Executive Director with the year end campaign.
- Assist Office Coordinator with newsletters, 'Harvest Stand Happenings', and 'Harvest Stand Stories'

- Work to connect with other organizations and agencies in the city to help further the awareness of HSM
- Manage HSM social media posts (Facebook, Instagram, LinkedIn)
- Coordinate 'Satellite Pantry' program, once monthly food distribution at Ottogan Estates from 4:30pm-6:00pm. Make sure this is staffed with volunteers, and coordinate with partnering churches

Ministry Functions:

- Support the ministry by sorting, organizing, and stocking food and clothing as needed
- Interact with clients and assist in the pantry as needed
- Create and oversee an easy to use 'resource and connection' guide with all available community resources. Work to make sure this book cuts through the maze of red tape and connects clients with specific people who can help
- Implement and create a resource and connection calendar
 - Oversee this calendar with featured resources and connections
- Be creative to find new ways to further the mission, help clients, and move the ministry forward.
- Other tasks and projects as assigned by the Executive Director

COMPENSATION

Hourly wage is \$17-20

Up to 5 weeks a year of unpaid leave

TIME QUALIFICATIONS

17-28 hours a week (depending on employee hourly desire and event calendar)

Mandatory working schedule is:

- Mondays 9am-3pm
- Wednesdays 10am-6pm
- Thursdays 9am-noon

Additional hours can be added to this schedule based on interest

With the nature of this position, nights and weekend work will be required. The normal working hours may be flexed to accommodate for this.

The Events and Outreach Coordinator reports to and is reviewed by the Executive Director.

Interested candidates should submit a cover letter and resume to Jordan@harveststand.org. This position will remain open until filled.

Harvest Stand Ministries is an Equal Opportunity Employer (M/F/D/V).

This job description has been designed to indicate the general nature, and essential duties and responsibilities of the work performed by the Events and Outreach Coordinator. It is not a comprehensive inventory of all duties, responsibilities, and qualifications to do this job.