



Job Description

Title: School Based Initiatives Assistant

Type: Part Time

Report to: Director of School Based Initiatives

Work Description:

The SBI Assistant is a team-level, part time position, under the administrative direction of the 6 Stones Director of School Based Initiatives. This position requires duties performed in an accountable nature, requiring initiative and discretion. The Assistant should have knowledge of assigned subject area, proficiency in major aspects of assigned projects, coordination of activities with an emphasis on effective development and delivery of project work.

Duties:

1. Actively look for ways to raise support within our community through monetary and in-kind donations.
2. Create a welcoming, servant minded environment for families we serve, volunteers serving with us, and partners who make our service possible.
3. Create/maintain various reports and purchase orders.
4. Work well within a team environment in order to develop plans, projects and ministry teams with our staff and with our coalition of partnering churches and other stakeholders.
5. Perform collaborative planning and decision-making with 6 Stones staff, ministry teams, and volunteers.
6. Coordinate, develop and oversee any additional assigned projects.

Responsibilities:

1. Help track progress and measures for School Based Initiatives using Google Sheets.
2. Solicit in-kind donations of food and supplies for community events.
3. Create and compile regular mailings using mail merge.
4. Run reports and update event budgets, track income and expenses, and complete accounts payable documents for School Based Initiatives (POs, expense reports, check requests, etc)
5. Assist in recruiting and retaining volunteers and volunteer groups to accomplish a variety of ministry related tasks.
6. Make contacts and schedule meetings with community partners, school district representatives and donors on behalf of the Director of School Based Initiatives.
7. Assist in editing and refining School Based Initiatives playbooks.
8. Serve as back up to Office Manager as assigned.
9. Assist the Director of School Based Initiatives in other areas as assigned.
10. Assist the Executive Director in other areas as assigned.

Employee's Signature

Date