

**Water Street Mission Job Description  
Community Development Assistant**

**Summary:** Assist in frontline community interaction, relationship-building, research and event management, related to WSM's ministry in the areas of holistic community development, sustainable restoration and spiritual formation.

**FLSA:** Hourly, Part-Time

**The Community Development Assistant must be:**

1. Willing to sign the Water Street Mission's (WSM) Statement of Faith
2. A current and active member and/or regular attendee of a local church
3. Able to fully support Water Street Mission's core values and ministry philosophy

**Essential Functions:**

- Assist in discovering the hopes and fears, assets and needs of both the surrounding city neighborhoods and individual neighbors/families, through dialogue, active listening, asking key questions, doing research and conducting surveys
- Build intentional relationships with neighbors in alignment with WSM's community development goals
- Assist in Outreach Ministries food distribution times at regular intervals
- Assist in the development of events and learning opportunities for students, alumni and guests
- Assist in supporting key partnerships with local organizations, businesses, churches and individuals
- Assist in analyzing strengths and weaknesses, ways to improve specific initiatives
- *Other duties as assigned:* The particular areas of responsibility for this position are expected to shift and develop over time as specific community development goals come into focus

**Supervisor:** Vice President, Community Ministries

**Other Key Internal Relationships:** Outreach Coordinator, Teen Haven Director and staff, volunteers, guests and students.

**Qualifications:**

High School Diploma, some college coursework preferred

Fluency in both Spanish and English preferred

Experience and ability to recruit and gather people, both for events/programs and to learn their perspective on a particular topic

Event planning, organization and coordination experience a plus

Ability to conduct research, think critically and analyze information

Ability to balance taking initiative, following instructions and working effectively as a team player

Experience and ability to quickly develop relationships with strangers and new people in a very diverse city environment

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds.

**Christian Life:** As an employee of Water Street Ministries, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.