

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 (20 hours per week)

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

Water Street Mission Job Description
Community Development Assistant (page 2 of 2)

Physical Demands:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

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.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel - *continuously*
- Lift and/or move up to 35 pounds – *occasionally*

Christian Life:

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.