



Job Description

FOR AREA COORDINATOR

ABOUT US

Thank you for your interest in growing in a career that brings hope to families in your community. We are a faith-based not for profit organization that supports low-income families and individuals to maintain self-sufficiency through reliable transportation, foster economic stability, cultivate abundant life, and create hope.

ABOUT THE ROLE

Are you looking to join a fast-growing non-profit start-up? Do you have a heart to share the Gospel of Jesus Christ? Are you looking for a flexible organization, fosters personal development, and understands the importance of faith and family?

We are currently looking for an Area Coordinator in the **St. Joseph, Missouri** area to continue the growth of our ministry. Perhaps you naturally connect with people, and you're passionate about leading well, casting vision, and growing our culture among your sphere of influence. In that case, we'd love to have you consider this position.

REQUIREMENTS, RESPONSIBILITIES, AND DUTIES

- A firm faith in Jesus Christ as Savior; God-honoring lifestyle,
- Strong time-management and organizational skills,
- Strong administrative skills, including effective communication and writing skills, financial expense management, and general office oversight,
- Excellent customer services skills,
- Great presentation skills,
- Assist with the Vehicle Donation Process, Vehicle Assistance, and Aftercare Programs.
- Prior experience in the non-profit industry and similar role preferred,
- Bachelor's Degree or equivalent in experience preferred,
- Requires flexibility as the individual will be required to bounce back and forth between an office and field environment,
- While performing duties, occasionally required to stand, walk, sit, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell.
- Must occasionally lift or move up to 25 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus,
- Travel is primarily local in **St. Joseph, Missouri**, during the business day, although some out of the area and overnight travel is possible,
- Individual will office at the Anderson Auto Group locations (Ford or Chrysler/Dodge/Ram/Jeep store)
- Requires the individual to raise their support for the first few years. We will assist the individual in securing their financial support,



PREFERRED EXPERIENCE

Microsoft Office: 3 years

Time Management: 2 years

Administrative: 2 years

Customer Service: 2 years

Communication Skills: 2 years

POSITION TYPE AND EXPECTED HOURS OF WORK

Full-time position, will consider part-time to start.

Monday - Friday, 8:00am to 5:00pm. May require occasional long hours and some weekends.

CONTACT US TO APPLY

Thank you for your interest as an Area Coordinator in **St. Joseph, Missouri**. If you'd like to apply for this role, please complete the application at <https://chariots4hope.org/career-application>.

