

JOB DESCRIPTION

DREAM CENTERS OF MICHIGAN
6600 ROCHESTER RD., TROY, MI 48065
P: 248-221-5747

Position Title:	Social Enterprise Coordinator
Department:	Dream Centers of Michigan
Location:	Pontiac
Date:	May 2022
Supervisor:	Economic Empowerment Director
FSLA Status:	Exempt
Employment Status:	Part-time, 25 hours per week

Position Profile:

The Social Enterprise Coordinator is primarily responsible for managing and executing a continuum of care and individual development plans for all Dream Center social enterprise employees and cultivating a culture of empowerment, well-being, inclusion, equity, and partnership.

Skill Set:

- Demonstrated organizational skills
- High-capacity leader
- Excellent oral and written communication skills
- Relational & Personable – able to work with a variety of people
- Flexible & adaptable

Competencies:

- Assessing and Understanding People
- Building and Supporting Teams
- Creating and Maintaining Networks
- Delegating Responsibility
- Demonstrating Initiative
- Establishing Relationships
- Hospitality
- Integrity/Ethics
- Interpersonal Skills
- Maintaining Work/Life Boundaries
- Managing Resources
- Servant Leadership
- Teamwork

Experience Qualifications:

- Demonstrated ability to navigate the procedures and protocols of government assistance
- Prior experience working or living in an under-resourced community
- Understanding of trauma and behavioral wellness
- Ability to execute individual development plans
- Minimum of a bachelor's degree

Duties and Responsibilities:

- **Coaches – assists in the construct of IDP's – Individual Development Plans**
 - Assists Social Enterprise (SE) community members with the capture of defined IDP goals
 - Assesses community members skills and knowledge to support the potential of IDP success outcomes
 - Facilitates the support of IDP goal achievement, by measuring, tracking & reviewing results with SE community members at an effective frequency
 - Maintains data management system for SE community members, including reporting and tracking metrics

- **Facilitates – removes barriers and provides resources for community members to reach their potential**
 - Onboards new Social Enterprise community members by assisting with resources for required employment documentation
 - Connects Social Enterprise community members to physical and mental health and wellness resources as needed
 - Collaborates with Dream Center volunteer consulting teams to provide network contacts to community members for housing, transportation, and vehicle resources as needed
 - In conjunction with topic expert volunteer teams creates and maintains healthy partnerships with organizations that assist with the Dream Center Social Enterprise community members continuum of care
- **Coordinates and educates – right tools for the right job are provided by the education team**
 - Soft skills – Collaborates with education volunteers to create and calendarize a soft-skills core curriculum that aligns with Social Enterprise community member’s needs
 - Hard skills - Collaborates with education topic expert volunteers to create, calendarize, and demonstrate certified job skill readiness through an accredited Hard-Skills core curriculum that aligns with Social Enterprise community member’s, SE partners, and industry workforce needs
 - Ongoing financial education included in IDP/s - money management, debt reduction, savings, and financial decision making
 - Collaborates with education topic expert volunteers to establish curriculum best practices in the continuum of care for SE community members.
- **Leadership**
 - Attends weekly Dream Center team meetings and monthly Woodside all-staff meetings.
 - Cultivates a culture of well-being, inclusion, equity, partnership, and Christ-centeredness
 - Visible in the Pontiac community and area churches to share the mission and vision of the Dream Center
 - Networks and connects with continuum of care partners
 - Educates and equips social enterprise volunteers as needed
 - Gives tours (as requested)

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach)
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED	REVIEWED BY	DATE
APPROVED BY		DATE

