

## Momentum Center Programming Assistant

**DESCRIPTION:** The Momentum Center is a non-profit grassroots movement to create a stigma free community. The Momentum Center for Social Engagement is a social and recreational program for teenagers and for adults with mental illness, addiction, and developmental disabilities. The Grand Haven location houses the Momentum Café which is a coffee shop open to the public that is a space for social integration for members and creates an income stream for the Momentum Center.

**PURPOSE OF POSITION:** The primary function of the Programming Assistant is to coordinate with the Momentum Center Program Coordinator to provide social and recreational programming at the Holland location.

**REPORTS TO:** This person reports directly to the Chief Operations Officer.

**HOURS:** This is a part-time, temporary position funded by grant dollar to test a pilot project in Holland. This position requires up to 20 hours per week for a period of approximately six months. Some weekend and evening hours may be required. If the pilot is successful, additional funding will be sought to extend employment.

**QUALIFICATIONS:** This is an extraordinary opportunity for an individual with team management experience to grow and further develop an initiative in the community. The successful candidate will implement the Holland pilot program which includes leading activities and outings, developing/ maintaining relationships with members, and working collaboratively with a high-performance management team.

Some requirements include:

- High school diploma or GED
- Bilingual in English and Spanish, preferred
- Valid driver's license
- Experience in a non-profit setting, as an employee, intern, or volunteer
- Experience and comfort interacting with people who have mental illness, addiction, and/or disabilities while exercising appropriate boundaries
- Strong organization skills
- Efficient administrative and time-management skills
- Ability to maintain confidentiality
- Proficient in using technology as a data collecting and management reporting tool
- Willingness to obtain continuing education, as necessary
- Ability to manage and prioritize a variety of tasks at one time

- Alignment with the Momentum Center values, core characteristics and Diversity/Equity/Inclusion Statement
- Ability to show empathy and compassion while maintaining clear personal boundaries
- Excellent verbal and written communication skills with exceptional attention to details

#### JOB DUTIES:

1. Coordinate with Momentum Center staff to provide activities, events, outings, and transportation for the Holland program, and Grand Haven program as needed.
2. Assist with scheduling of activities, event, and outings as needed.
3. Recruit members for Holland program and maintain membership data.
4. Transport members to/from activities as necessary using the Momentum Center van or other vehicle.
5. Assist in measuring effectiveness of the program by ensuring members check-in and assisting in other data collection.
6. Conduct initial and 6-month membership surveys, using Bloomerang to track when surveys are due.
7. Develop and maintain relationships with volunteers who lead or assist with classes/activities.
8. Document member situations and interactions as needed.
9. Conduct monthly calls to all Holland members.
10. Assist with marketing for the Holland program.
11. Maintain inventory of Holland office and programming supplies and place orders per approved policy.
12. Maintain cleanliness and organization of program areas.
13. Maintain all files and information in a confidential nature, as needed.
14. Perform other support tasks as needed and assigned.

March 24, 2022