**Scope of Position:** The Director of E2E - Coaching is responsible for the co-management of the E2E department, overseeing youth focused mentoring, school based partnership, and expanding all employment programming, and working to aid in the maintaining and development of partners.

**This ministry position helps break the cycle of poverty on the Near Eastside of Indianapolis**

by working with youth to develop a future orientation and develop the skills and supports needed to reach their goals. By ensuring adult neighbors are equipped with the skills needed, and given opportunity to, find a job, a better job, and a career.

**Reports To:** Chief Program Officer

**Position Hours:**

Monday-Friday, 8:30 AM-5 PM  Variable  Some weekends

Monday-Thursday, Friday AM  Saturday AM  Some evenings

**Ministry Area:**

100 - Executive  600 - Engagement (Church, Volunteer)

200 - Development  700 - Operations

300 - Academy  800 - Fellowships/Internships

400 - Student Ministries  900 - Seasonal

500 - Family Ministries  1000 – Other:

**Employment Status:**  Regular  Temporary  Full-time  Part-time  Other

**FLSA Status:**  Exempt  Nonexempt

**Exemption Category:** Executive Administrative Ministerial Professional Creative NA

**Essential Duties and Responsibilities:**

* Day-to-day co-management of the E2E team and oversight of their projects and responsibilities
* Big picture planning and oversight of all employment programming
* Work with school partners and oversee the in school programming (i.e. Elevate, DreamAlive, Harshman, Arsenal Tech, Purdue Poly-Tech…)
* Work with students and coaches to build life plans and goals, providing mentoring and support to help students meet these goals
* Work with youth and adult coaches to connect students to internships, apprenticeships, etc…
* Coordinate specific programming for summer and after school
* Oversee the adult employment programming and ensure goals are being met
* Coordination with other program directors across Shepherd to ensure integration of employment services
* Support the maintaining of strong relationships with multiple employment partners.

**Supervisory Responsibilities:**

Does this position have supervisory responsibility?  Yes  No

* Adult Jobs Coaches
* Youth Employment Coaches

**Skills, Abilities, Education and/or Experience**

* Strong leadership, ability to communicate vision, and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Strong communication skills

**Additional Requirements**

* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Personal commitment to Shepherd’s Statement of Faith, mission and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and community.
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* Attendance of staff Spiritual Days
* Sign up and work at Staff Events throughout the year
* Participate in the Paraclete Program
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.

I have received a copy of this job description and understand the requirements of the position and what is expected of me.

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Printed Name Date

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Signature

c: Employee Personnel File