Assistant Production Manager

Gateway Mission
At Gateway Mission, we believe God has called us to serve as a gateway to a whole new life for hurting people across West Michigan. With love and respect, we help men and women—and their families—discover God's plan for them and a more hopeful future.

Our **Mission** is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our **Vision** is to equip each person we serve to follow Jesus and live as a productive citizen. Our **Values** are Gospel Centered, Relationship Driven, and Transformation Focused.

Production Operations
Gateway Mission's Social Enterprise supports our ministry through thrift retail operations while providing meaningful work and opportunities for personal growth. Our Production team processes donated goods for resale, generating revenue that supports the mission.

The Assistant Production Manager leads daily production floor activities, coordinating workflow, supervising teams, and maintaining productivity, quality, and safety standards. Working alongside employees, students, and volunteers, this leader provides direction and coaching while supporting a productive, mission-centered workplace.

The Leader We're Looking For
We are seeking a committed Christian leader who combines operational skills with a heart for people. This individual leads by example, solves problems, and helps others succeed while maintaining clear expectations for performance.

The right candidate brings:

- **Team leadership** — Directs, coaches, and holds team members accountable for their work**.**
- **Operational execution** — Coordinates staffing, workflow, and resources to meet production goals**.**
- **Problem-solving** — Addresses daily challenges and identifies opportunities to improve efficiency.
- **Organization and follow-through** — Maintains an orderly workplace, monitors progress, and ensures work is completed.
- **Collaboration** — Works effectively with Production Leads, the Production Manager, and Donations operations.

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- **Servant leadership** — Models humility, integrity, and a commitment to developing others.

Candidates should bring experience in production, warehouse, or similar operations, including coordinating workflow and supervising others. Knowledge of production reporting, safety practices, and continuous improvement is preferred.

Personal Characteristics
Gateway Mission seeks individuals who are practicing believers in Jesus Christ, actively involved in a local evangelical church, and aligned with our **Mission, Vision, Core Values, Statement of Faith,** and **Qualifications for Employment.**

How to Apply
Interested candidates are encouraged to review the full job description and apply through Gateway Mission's Careers page Careers | Gateway Mission

Learn About Gateway Mission
Visit hopefoundhere.org and follow Gateway Mission on Facebook and Instagram to see our ministry in action.