

Ministry Support Coordinator

Gateway Mission

Gateway Mission serves as a first step toward a new life for homeless men, women, and children across West Michigan.

We provide emergency services and long-term discipleship programs that offer help and lasting hope. This Christ-centered care helps our neighbors overcome the root issues of poverty, addiction, and homelessness so they can rebuild their lives, from the inside out. Our desire is to help every person who walks through our doors experience lasting transformation . . . From broken to beautiful. From lost to loved. From hopeless to hopeful.

Gateway Mission is committed to seeing lives transformed through a relationship with Jesus Christ. It takes a team of dedicated men and women who have been called by Christ to accomplish this mission.

Gateway Women's Center

We understand that no one plans to be homeless or live on the streets. The men and women who come here never imagined they would be homeless. But homelessness can happen to anyone at any time.

Some are homeless because of the unexpected loss of a job, a home or a loved one. Many are struggling with extreme circumstances like domestic abuse, substance abuse or mental or emotional issues that led to their homelessness.

Our Emergency Shelter Programs provide assistance to anyone experiencing homelessness and meet their immediate needs such as food, shelter, clothing, employment & housing search assistance, financial guidance & savings oversight, guest advocate services, and onsite childcare.

Ministry Support Coordinator

The Ministry Support Coordinator provides administrative support to the Campus Director to meet the needs of staff and guests effectively and efficiently.

The ideal candidate has:

Education/Experience

- High school graduate or equivalent required
- Minimum 1-2 years' office experience required
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities

- Ability to administer programs, policies, and procedures
- Ability to communicate effectively – written, verbal and electronic communication
- Ability to establish and maintain effective working relationships with guests, volunteers, staff, and the public
- Intermediate computer skills (Office 365, Outlook, Teams, Canva, Yodeck, data entry)

Physical Activities/Demands & Work Environment

- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Lift and move objects weighing up to 35 pounds regularly; up to 50 pounds occasionally
- Limited exposure to environmental hazards including blood borne pathogens, air borne pathogens, bodily fluids

Personal Characteristics:

Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Gateway Mission Statement of Faith, Principles of Influence/Qualifications for Employment, and Mission/Vision/Values profile.

To Apply:

For a complete job description or to apply with resume/cover letter email HR@hopefoundhere.org For a full list of open positions visit [Careers - Hope Found Here](#). Phone inquiries may be directed to **Deb Vogel** at **616.396.2200**. Accepting resumes on through **October 4, 2024**.

To Learn More:

[Gateway Mission - YouTube](#)