Tech Center Coordinator

Gateway Mission | Forge Program

Gateway Mission

Gateway Mission is a Christ-centered ministry serving men, women, and children experiencing homelessness in West Michigan. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate.
Through emergency shelter, residential programming, and practical support, we help individuals move toward lasting transformation and independence.

The Forge Program

Forge is a 40-week residential program combining Biblical counseling, education, community life, and practical work experience. Students develop the spiritual foundation, personal responsibility, and vocational skills needed for meaningful employment and independent living.
The Tech Center plays a key role by connecting classroom learning with hands-on vocational training through Gateway's Social Enterprise operations.

The Leader We're Looking For

We're seeking a Tech Center Coordinator who combines teaching ability, organizational strength, and practical workforce-development experience with a genuine commitment to Christian ministry.

This individual will:

- Lead educational and vocational programming, including instruction, certifications, and employment-readiness opportunities.
- Partner with Social Enterprise staff to connect classroom learning with meaningful work experience and skill development.
- Help students identify vocational strengths, establish employment goals, and prepare for future opportunities.
- Monitor student progress and collaborate with the Program Team to support growth and accountability.

- Maintain educational records, program standards, and community partnerships that strengthen training opportunities.

The ideal candidate communicates effectively with adult learners, builds relationships while maintaining healthy boundaries, and brings sound judgment, initiative, and follow-through.

Relevant vocational, educational, ministry, or workforce-development experience is preferred, along with familiarity with individuals overcoming barriers to employment and independent living.

Personal Characteristics

The successful candidate will fulfill the responsibilities of this position in accordance with biblical principles and Gateway Mission's **Statement of Faith, Qualifications for Employment, Mission, Vision, and Core Values**. As a Christian ministry, we seek individuals who demonstrate a growing relationship with Jesus Christ and a genuine calling to serve through the work of Gateway Mission.

How to Apply

Review the complete Tech Center Coordinator Job Description and apply at **hopefoundhere.org/careers**. Applications will be accepted through **October 30, 2026**.

Learn About Gateway Mission

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