JOB DESCRIPTION

Position	**Department**
Tech Center Coordinator	Forge Program
Reports to	**Position Classification**
Director of Ministry Operations	Full Time; 1st shift
Direct Reports	**FLSA Status**
None	Exempt
Location	**Salary Level**
Gateway Center	4
Last Update	**JD Number**
10-15-26	06-05

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community.

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.

Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Tech Center Coordinator leads the educational, vocational, and employment-readiness components of the Gateway Forge Program. Working with Program and Social Enterprise staff, this position integrates classroom learning, work-based training, and career development to prepare students for sustainable employment and independent living.

The Tech Center Coordinator builds relationships and teaches truth through learning and work, encouraging responsibility, growth, and a Biblical understanding of work.

Essential Duties & Responsibilities

Educational & Vocational Programming

- Lead Forge educational and vocational programming in alignment with program goals and student needs.
- Coordinate curriculum, instruction, certifications, and educational opportunities that support employment readiness.
- Provide instruction and learning support appropriate for adult learners.
- Maintain required course syllabi, educational records (attendance, grades, transcripts) and ensure compliance with applicable vocational school requirements.

Work-Based Learning & Career Development

- Partner with Social Enterprise staff to integrate classroom learning with meaningful work experience.
- Partner with Social Enterprise staff to promote consistent coaching, skill development, weekly student evaluations, and workplace expectations within the vocational training environment.
- Partner with Social Enterprise staff by modeling an excellent work ethic while working alongside students when schedule allows.
- Help students identify vocational strengths and employment goals and develop practical plans toward employment and continued vocational growth.
- Build relationships with employers, educational institutions, and community organizations that expand training and employment opportunities.

Student Development & Team Collaboration

- Partner with Men's and Women's Directors, Biblical Counselors, Community Life Advisors, and Social Enterprise staff to support students' educational and vocational development.
- Monitor educational and vocational progress, providing relevant observations to the Program Team and identifying needs for additional training, support, or accountability.
- Build relationships with students that encourage personal responsibility, growth, and application of Biblical truth to learning and work.

Program Quality & Stewardship

- Maintain a safe, organized, and professional learning environment consistent with Gateway Mission standards.
- Steward Tech Center resources and evaluate educational and vocational programming to strengthen student learning and outcomes.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ.
- Active member of a local evangelical church community.
- Desire to meet physical and spiritual needs by sharing the good news of the Gospel.
- Supports and upholds Gateway Mission's Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment.
- Demonstrates compassion, professionalism, sound judgment, and appropriate boundaries.

Education/Experience

- High school diploma or equivalent required; college degree, vocational education, or related training preferred.
- Three to five years of relevant vocational, educational, ministry, workforce-development, or related experience preferred.
- Experience with LEAN principles preferred.
- Experience with adult learners, vocational training, learning technology, or workforce development preferred.
- Experience working with individuals overcoming barriers to employment and independent living preferred.
- Rescue mission ministry experience or knowledge preferred.

Knowledge, Skills & Abilities

- Ability to build effective relationships while maintaining appropriate boundaries.
- Ability to teach, coach, encourage, and provide constructive feedback to adult learners.
- Strong organizational skills to coordinate programming, student records, resources, and partnerships.
- Strong written, verbal, and electronic communication skills.
- Ability to collaborate effectively with Program and Social Enterprise staff while maintaining clear role boundaries.
- Ability to assess student learning and vocational development and communicate relevant observations.
- Proficient computer skills, including Microsoft Office 365, Outlook, and data entry.
- Valid driver's license required.

Physical Activities/Demands

- Regularly sit, stand, walk, and move between offices, classrooms, program areas, and ministry facilities.
- Frequently use computers, instructional materials, and office equipment
- Occasionally bend, reach, lift, and carry program materials weighing up to **[XX] pounds**.
- Walk and stand in production or other work areas when providing student coaching and support.

Emergency Response Responsibilities

- Respond to emergencies involving students, guests, or staff in accordance with assigned responsibilities, training, and established safety procedures.
- Assist with emergency response or evacuation as appropriate to the position.

Work Environment

- Work is performed in offices, classrooms, residential program areas, and occasionally Social Enterprise work environments.
- Frequent interaction with adult students, staff, and volunteers.
- Occasional exposure to production-floor noise, dust, moving equipment, and donated goods in varying condition.
- Potential exposure to disruptive behavior or other conditions associated with residential ministry settings.

2 Timothy 3:16-17 "All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work." (ESV)

Employee Signature _____ Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.