

Christian Neighbors SE



Christian Neighbors (CN) has provided critical services to Plainwell and surrounding communities since 1983. Our mission is to provide local families in need with food, emergency financial assistance, skill building education, and other resources offering stabilization.

Job Title	Demonstration Kitchen & Program Assistant	Reports To	Program Director
Hours	10-15 hours per week	Job Classification	Part-time; Non-Exempt
Written	October 2024	Compensation	\$15-\$16 per hour
Location	Plainwell – 1 set weekday in the office; Other in-office hours as needed, including some evenings and weekends.		

Summary

With a caring heart for the CN mission, assists programs in the demonstration kitchen with the goal of making cooking accessible. Support the Kitchen Coordinator with shopping, cleaning, food prep, and class set-up and clean-up. Help grow the demonstration kitchen program by supporting new opportunities and interacting positively with stakeholders. Assist with other programs and events as needed, in the spirit of a team atmosphere.

Essential Duties and Responsibilities

Demonstration Kitchen

- Partner with coordinator to discuss new ideas and opportunities that align with the mission and vision of the demonstration kitchen.
- Work with the kitchen coordinator to help plan classes and work positively with instructors to build ingredient lists and any necessary equipment needs
- Shop for and prep food ingredients for classes, including cutting and portioning ingredients and properly storing food
- Schedule and partner with volunteers as needed.
- Ensure the kitchen and all equipment is properly maintained, sanitized, and presentable. Keep the stations equipped with supplies and maintain cleanliness of kitchen linen and tools.
- Help keep kitchen supplies stocked and maintain inventory records.

Other

- Answer ERC door to greet visitors and accept deliveries; Ensure ERC is locked when no one is in the building.
- Provide assistance with client intake for ERC classes. Cover for Monday morning receptionist shift when needed.
- Gain knowledge and understanding of CN's services and programs
- Maintain confidentiality of all CN's clients, information, and resources, and follow all CN policies and procedures.

- Assist with cleaning of the ERC building as needed and with event center set-up and take-down
- Become a certified Matter of Balance coach to help be a substitute for the program.
- Model professional and responsible behavior, adhering to professional ethics and client boundaries.
- Work collaboratively with the team, supporting each other to fulfill CN's mission
- Attend and actively participate in staff and any other required meetings
- Understand and embrace the community we serve with a commitment to diversity, equity, and inclusion.
- Seek and participate in ongoing education to expand knowledge and utilize skills to continually improve.
- Perform other duties as assigned by the manager or director

Note: This job description is not designed to contain a comprehensive list of duties or responsibilities that are required for this job. Responsibilities may change at any time with or without notice.

Education and Experience Requirements

- High school diploma or equivalent is required; Associate degree is preferred.
- Must have or attain and maintain ServSafe® Food Manager certification within 90 days of employment.

Skills and other Competencies

- A heart for the mission with an understanding and ability to embrace the community we serve.
- Strong written and verbal communication skills who can build and maintain relationships with the team, clients, volunteers, partners, etc.
- Solid technical skills in Microsoft programs with the aptitude to learn new systems as needed.
- Take initiative, be organized, and flexible to adapt to CN's changing needs.
- Ability to work effectively independently and collaboratively with the team and diverse groups of people.

Other Requirements

- Must pass background check.
- Must have reliable transportation.

Physical Requirements

These work environment characteristics are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular standing, walking, crouching, bending, pushing, or pulling with ability to regularly lift up to 30 pounds and occasionally lift up 50 pounds. May also need to carry weighted items up and down stairs.
- Ability to work with computers and other office equipment and to use fine motor hand skills.
- Ability to communicate effectively in English.

Christian Neighbors treats all applicants, clients, employees, visitors, and volunteers without discrimination based on race, national origin, religion, age, disability, genetic information, sex, sexual orientation, gender identity, military service, height, weight, marital status, or any other characteristic that is protected under state, federal or local laws.

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Job Title	Administrative Assistant	Reports To	Executive Director
Hours	10 – 12 hours/week	Job Classification	Part-time; Non-Exempt
Written	November 2024	Compensation	\$15-\$17/hr.
Location	Plainwell – 2-3 days in office; Evenings and weekends as needed for events; Additional flexibility for more hours as needed. Must be approved by Executive Director.		

Summary

With a caring heart for the Christian Neighbors (CN) mission the Administrative Assistant will support the Executive Director (ED) by handling a variety of essential administrative tasks. Responsibilities include office operations, as well as coordinating staff meetings, taking minutes, and managing correspondence with staff, volunteers, clients, donors, and community members. This role requires excellent communication and interpersonal skills, as well as the ability to maintain confidentiality.

Essential Duties and Responsibilities

Operations:

- Answer the main CN phone and the front door to greet visitors and accept deliveries.
- Pick up mail, run errands, and shop for events.
- Order office supplies and organize common areas.
- Clean up of old files, organize new files, and maintain record retention.
- Support social media efforts including creation, posting, boosting, tagging, and replying. (We are active on Facebook and Instagram).
- Creation of branded flyers and small marketing pieces. We use Canva and Publisher.

Assist the Executive Director:

- Make phone calls and write emails on behalf of the Executive Director (ED).
- Help to maintain ED's Outlook calendar.
- Assist ED with accounting and audit tasks.
- Assist ED with Human Resource files and compliance.
- Assist ED with organizing staff meetings including taking minutes/notes and participating as scheduled.
- Assist ED with organizing board meetings and participating as scheduled.

Other

- Gain knowledge and understanding of CN's services and programs, support and participate in CN's programs and events, and assist with pantry deliveries when needed.
- Maintain confidentiality of all CN's clients, information, and resources, and follow all CN policies and procedures.
- Model professional and responsible behavior, adhering to professional ethics and client boundaries.
- Work collaboratively with the team, supporting each other to fulfill CN's mission.
- Attend and actively participate in all staff and other required meetings.
- Understand and embrace the community we serve with a commitment to diversity, equity, and inclusion.
- Seek and participate in ongoing education to expand knowledge and utilize skills to continually improve.
- Perform other duties as assigned by manager or the ED.

Note: This job description is not designed to contain a comprehensive list of duties or responsibilities that are required for this job. Responsibilities may change at any time with or without notice.

Education and Experience Requirements

- High School diploma or equivalent is required.
- At least 1-2 years of administrative experience
- Non-profit experience is a plus

Skills and other Competencies

- A heart for the mission with an understanding and ability to embrace the community we serve.
- Strong written and verbal communication skills.
- Required software applications including Microsoft Office 365 (Word, Excel, PowerPoint, Outlook).
- Must have strong Excel spreadsheet creation skills along with knowledge of formulas.
- Canva or Publisher experience.
- Knowledge of Meta Business.
- Ability to manage multiple tasks simultaneously.
- Excellent time management and prioritization skills along with attention to detail.
- Operating standard office equipment (phones, voicemail, copier, etc..)
- Ability to communicate in Spanish is a plus.

Other Requirements

- Must pass background check.
- Must have reliable transportation.

Physical Requirements

These work environment characteristics are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular standing, walking, crouching, bending, pushing, or pulling with ability to occasionally lift up to 25 pounds.
- Ability to work proficiently with computers and other office equipment and to use fine motor hand skills.
- Ability to communicate effectively in English.

Christian Neighbors is committed to a policy of non-discrimination in both its employment practices and the delivery of its program services. This policy applies to staff, volunteers, volunteer board members, and guests (clients). This agency will pursue a practice where the education, health and human service needs of residents within our service area are addressed without regard to age, race, religion, gender, gender identity or expression, sexual orientation, disability, national origin, or any other legally protected status. Further, this policy prohibits job discrimination and ensures equality of opportunity in all aspects of employment.

Interested candidates should submit their resume and letter of interest to Jennifer Collins, Executive Director, at info@christianneighbors.org by December 2nd, 2024.