

**Job Posting: Assistant Director with the Maker's Place**

**Part-Time: 20h/week**

**[8.11.19]**

*Help launch a start-up nonprofit and new church using the principles of community organizing and asset-based community development. Manage and help expand a growing diaper bank, and provide direct services and programming to families living in poverty in Trenton, NJ.*

**Organization Description:** The Maker's Place is a new initiative of the United Methodist Church of Greater New Jersey (GNJ). Launched in July 2018, we're starting a new non-profit organization and church in the capital city of Trenton. Our mission is to connect neighbors with neighbors, so that families living in poverty can be makers of better lives and communities. We getting started through diapers. We've launched a new diaper bank in Trenton, and we intend to grow into a family resource center and multiethnic intentional community that can live out the principles of radical hospitality, unconditional love, and asset-based development.

**Position Summary:** The Maker's Place is seeking a part-time Associate Director to manage, develop, and oversee programming related to the Maker's Place "Diaper Depot" and related programs with low-income families.

The Associate Director must have an entrepreneurial mindset, and be comfortable working with diverse teams and people living in economic poverty. At present, the Maker's Place does not have a fixed location or building. We're looking for someone who is self-directed, organized, and willing to work creatively to help launch a new start-up.

**Essential Functions:** The Associate Director will work under the Managing Director, and will:

- Plan and coordinate the Maker's Place "Diaper Depot" operations and activities
- Build relationships with low-income individuals and families as a joyful and supportive personal presence
- Manage and develop volunteers, and expand leadership opportunities from families who receive diapers
- Ensure implementation of Maker's Place policies and best practices
- Oversee and maintain up-to-date records through data collection and entry
- Maintain a budget and track expenditures
- Assist the Managing Director with planning and implementation of new programs and services with Maker's Place families
- Serve as a participant or as a project manager for projects as assigned
- Appropriately relate elements of Christian faith and witness to programs and services

**Organizational Responsibilities:** The Associate Director will also serve as a Christian leader for a new non-profit and faith community, and will work with the Managing Director to:

- Participate in regular planning meetings with the Program Director, core leadership, and volunteers
- Represent the Maker's Place to partner organizations in the Trenton area, and at occasional activities within the United Methodist Church of Greater New Jersey
- Participate in "The Maker's Church" worship services, as these become viable

**Core Competencies:**

- Christian faith and character; passionate about working with people who are economically poor and marginalized
- Comfortable and confident interacting with diverse groups of children, youth, parents, and clergy, as well as people across a wide theological spectrum
- Able to communicate clearly and accurately, in writing and orally, with unifying messages that motivates people to action
- Strong organizational skills; ability to attend to details and deadlines
- Build and maintain relationships that are rooted in honesty, integrity and honor confidentiality

**Required Qualifications:**

- Experience working in urban contexts and/or with low-income populations
- Proficiency with technology and cloud-based computing systems (Google Drive, MS Word, MS Excel, etc.)
- Bachelor's Degree or related experience
- Spanish-language skills are desirable; previous non-profit and/or Christian ministry experience desirable

**Hours:** 20h/week, flexible. Schedule and pay scale to be discussed upon job offer.

**Contact:** If interested, please submit a resume and cover letter to Pastor Michael Reed by September 10, 2019.

Pastor Michael Reed  
(609) 356-4720  
[michaelreed@makersplace.org](mailto:michaelreed@makersplace.org)

*Note: The Maker's Place does not discriminate on the basis of race, ethnicity, gender, age, disability, economic condition, sexual orientation, or gender identity. Because the Associate Director will be working with vulnerable populations, successful applicants will be asked to submit to a criminal record check prior to employment.*