Job Title: **ReDirection Coordinator**
Status: Full-Time (30-35 hours/week)
Salary: $23/hour
Reports to: ReDirection Director

**POSITION SUMMARY:**
This position supports South Street Ministries' ReDirection programming (including Restoration House) and plays a vital role in supporting clients and staff. This position involves coordinating meetings, facilitating outreach efforts, and ensuring effective dissemination of resources, all aimed at enhancing engagement and support for our community members.

**ESSENTIAL FUNCTIONS:**

1. Tuesday Meeting Facilitation and Coordination
    a. Work with the ReDirection Director to help design meeting flow, structure, volunteer roles, and partner involvement, specifically for the women's meeting.
    b. Support the ReDirection team and volunteers, ensure readiness, and maintain program alignment.
    c. Assist in attendance systems, feedback loops, and meeting adjustments.
    d. Coordinate and prepare paperwork for weekly Tuesday meetings.
    e. Manage meal coordination and recruitment of meals with new and existing partners.

2. Maintain and Coordinate ReDirection Office Operations
    a. Conduct internal intakes and assist walk-in community members with their needs.
        i. Coordinate CTP clients and grant records as appropriate.
        ii. Direct service needs include bus passes, birth certificates, and gift cards, as available.
    b. Organize and maintain a monthly calendar of events and meetings.
        i. Coordinate tabling events.
    c. Complete external referral applications and maintain records.
    d. Client database management.
    e. Ensure the use of evidence-based practice.

3. Restoration House Administrative and Program Support
    a. Manage day-to-day administrative tasks to ensure smooth operations.
    b. Maintain inventory and donation systems.
    c. Monitor and record incoming clients for accurate documentation and follow-up.
    d. Oversee procurement of materials and supplies required for program activities.
    e. Conduct program evaluations by regularly assessing program effectiveness and collecting feedback to drive continuous improvement.
    f. Maintain accurate records of outcomes and utilize data to inform future planning.

4. Build and maintain relationships with various community partners and other organizations.
    a. Identify and disseminate relevant resources to community members and partners.
    b. Assist with Citizen Circle activities.