

Redwood Gospel Missions Job Description

The Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed

- Job Title:** Men's New Life Assistant Program Manager
- Location:** 101 6th Street
- Ministry:** Shelter & Recovery Ministries
- Time Commitment:** 40 hour per week (Evenings & Weekends)
- Supervisor:** Men's New Life Program Manager
- Also works with:** Guest Services Staff & Volunteers
- Supervises:** Coaches, Teachers, Mentors
- Qualifications:** Excellent communication, organizational & administrative skills. Team player, able to work with others. Experience in recovery,
- Position Summary:** Play a pivotal role in supporting the operations and activities of the Men's NLP during evening and weekend shifts. The Position is integral to ensuring the smooth function of the program, providing guidance to program participants and volunteers maintaining a safe and supportive environment.
- Duties and Responsibilities:**
- Program Support:**
- * Assist the Program Manager in the implementation and execution ensuring adherence to established guidelines and objectives
 - * Provide support and guidance to program participants
 - * Monitor participant progress and behavior, documenting observations and reporting any concerns or notable developments to the program manager
 - * Facilitate connections between NLP members and recovery-focused groups such as Celebrate Recovery, AA and NA
 - * Assist with administrative tasks such as recording-keeping, data entry, and report generation
 - * Support program planning and coordination efforts, including scheduling of activities, meetings and events.
 - * Collaborate with the Program Manager to develop and implement
- Environment:**
- * Facilitate good morale among NLP members to maintain a healing environment and to insure physical and spiritual safety
 - * Regular communication with Program Manager, other staff and NLP house leadership
 - * Communicate all NLP policies and procedures to those who will work with NLP members
 - * Maintain a clean, organized, safe environment within program facilities