



## **Coach**

Manna Resource Center is a faith-based nonprofit organization founded to strengthen individuals and families in Douglas County, Colorado and the surrounding area through programs that provide holistic care and support in the areas of self-sufficiency, wellness, and family development. As an employee of Manna Resource Center, you will be joining a team that is deeply committed to loving and serving our neighbors through authentic connections to resources and relationships.

Manna Resource Center operates three core programs: Manna Resource Center Coaching, Prevention Family Support, and Manna Community Wellness. The Manna Resource Center Coaching and Prevention Family Support programs integrate coaching, community engagement, resource navigation, and family support to help participants and their families build greater self-sufficiency. Manna Community Wellness complements these services by providing professional mental health support to Manna clients.

### **Reports To:**

Director of Organizational Development

### **Location:**

Manna Resource Center is located at Cherry Hills Community Church. 3900 Grace Blvd., Highlands Ranch, CO

### **General Job Responsibility**

The Coach is responsible for supporting program participants to identify and achieve goals that will strengthen them individually and as a household. The Coach will use a variety of strategies to engage and support participants, including assessment, resource navigation, case management, soft skills training, and community building.

### **Specific Job Responsibilities**

This position's primary role will be to serve as a coach for Manna Resource Center.

- Coach Manna Resource Center participants towards greater self-sufficiency and strength using family-centered coaching practices.
  - Assist in recruiting and assessing potential participants
  - Develop strategies and action plans for participants following the MRC Coaching Trajectory
  - Track and maintain data and case notes
  - Obtain and maintain documentation required for grants and contracts
  - Keep records and evaluate participant progress
  - Facilitate regular coaching sessions with participants



- Research and maintain resources with stakeholders that support families in the community
- Attend and teach soft skills training at Community Event Nights
- Help lead all program activities
- Attend and assist in setup and teardown for all program events
- Assist in developing a scope and sequence for all program events
- Assist in the training of the volunteers who work alongside participants
- Maintain communication with participants and volunteers
- Attend weekly staff meetings and coach meetings
- Update Direct Report on participant progress in one-on-one sessions

### **Qualifications**

- Bachelor's degree, preferably in a human service related field, required. Related master's degree or coaching certificate is a plus.
- A deep level of knowledge and understanding of the complexity of poverty and familiarity working with issues of poverty.
- Experience with family-centered or 2-generational systems of care.
- 3+ years experience/certification in coaching, family development, or social work is a plus.
- Strong interpersonal, written, and oral communication skills; proven ability to communicate with diverse audiences.
- Attention to detail, high standards, initiative, and follow-through.
- Proven ability to motivate others and solve problems.
- Team player who is willing to help other staff team members when needed.
- Must be able to work creatively within a budget and use innovation to find ways of more effectively managing resources.
- Strong organizational skills.
- Occasional evenings and weekends are required to accommodate meetings and special events.
- Required work hours every 2nd and 4th Tuesday evening of the month for Community Event Night.
- Strong commitment to the Christian faith and the active work of Jesus in our world.

### **Compensation:**

Salary: \$55,000- \$57,000/year

Benefits: Medical/Dental/Vision insurance, 403(b) w/match, 10 vacation days, 10 holidays

### **Interested?**

To apply, please send a resume and cover letter to [lscherrer@mannaresourcecenter.org](mailto:lscherrer@mannaresourcecenter.org)