Momentum Center
Programming Assistant

DESCRIPTION: The Momentum Center is a non-profit grassroots movement to create a stigma free community. The Momentum Center for Social Engagement is a social and recreational program for teenagers and for adults with mental illness, addiction, and developmental disabilities. The Grand Haven location houses the Momentum Café which is a coffee shop open to the public that is a space for social integration for members and creates an income stream for the Momentum Center. The Holland location houses the MOO-Mentum Ice Cream Parlor which is an ice cream shop open to the public and is a space for social integration for members.

PURPOSE OF POSITION: The primary function of the Programming Assistant is to coordinate with the Holland Program Coordinator to provide social and recreational programming at the Holland location.

REPORTS TO: This person reports directly to the Chief Operations Officer.

HOURS: This is a part-time position with 20-30 hours per week. Flexible schedule to include regular evening hours and some weekend hours.

QUALIFICATIONS: This is an extraordinary opportunity for an individual with team management experience to grow and further develop an initiative in the community. The successful candidate will assist with implementation of the Holland program, which includes leading activities and outings, developing/maintaining relationships with members, and working collaboratively with a high-performance management team.

Some requirements include:

- High school diploma or GED
- Bilingual in English and Spanish, preferred
- Valid driver’s license
- Experience in a non-profit setting, as an employee, intern, or volunteer
- Experience and comfort interacting with people who have mental illness, addiction, and/or disabilities while exercising appropriate boundaries
- Strong organization skills
- Efficient administrative and time-management skills
- Ability to maintain confidentiality
- Proficient in using technology as a data collecting and management reporting tool
- Willingness to obtain continuing education, as necessary
- Ability to manage and prioritize a variety of tasks at one time
- Alignment with the Momentum Center values, core characteristics and Diversity/Equity/Inclusion Statement
• Ability to show empathy and compassion while maintaining clear personal boundaries
• Excellent verbal and written communication skills with exceptional attention to details

JOB DUTIES:

1. Assist Holland Program Coordinator with coordinating and scheduling to provide activities, events, outings, and transportation for members.
2. Lead the Holland Momentum Center adult, teen, and affinity group activities, both virtually and in person.
3. Recruit members for Holland program and maintain membership data.
4. Transport members to/from activities as necessary using the Momentum Center van or other vehicle.
5. Assist in measuring effectiveness of the program by ensuring members check-in and assisting in other data collection.
6. Conduct initial and 6-month membership surveys, using Bloomerang to track when surveys are due.
7. Develop and maintain relationships with volunteers who lead or assist with classes/activities.
8. Document member situations and interactions as needed.
9. Conduct monthly calls to all Holland members.
10. Assist with marketing for the Holland program.
11. Maintain inventory of Holland office and programming supplies and place orders per approved policy.
12. Maintain cleanliness and organization of program areas.
13. Maintain all files and information in a confidential nature, as needed.
14. Perform other support tasks as needed and assigned.

April 24, 2023