

# Sunrise Mission

*Our mission is to glorify God by serving people in need, proclaiming the Gospel, and offering the opportunity for Christian counseling.*

**Job Title:** Assistant Director

**Qualifications:** Ability to deal with clients, volunteers, staff, and general public in a compassionate, non-judgmental, and cooperative manner; managerial skills; time management and organizational skills; understanding of finances; ability to represent Sunrise Mission through oral presentations and written communication; basic understanding of case management techniques; knowledge of community resources; ability to establish networking relationships with a variety of agencies. The Assistant Director should be discreet regarding Mission affairs and be known as a person of integrity. Have a faith walk. Minimum education required Associates Degree and previous experience in the human service field.

**Supervisor:** Executive Director.

**Hours:** This will be a full-time position salaried; the hours are set by the Executive Director. Hours and shift may vary.

**Wages:** Wages will be commensurate with education, experience, and Mission finances.

**Basic Responsibilities:** While on duty or in the absence of the Executive Director, (ie vacation etc) Is responsible for the on-going operation of Sunrise Mission and its staff.

## Including:

1. Innkeeper: Supervision of Innkeeper's to insure job performance and compliance of house rules by Guests.
2. Mission Building: Oversee cleanliness of building and maintenance of physical condition.
3. Case Management: Case management of guests at the Mission as assigned by the Executive Director.
4. May be asked to fill role of Innkeeper in certain situations.
5. Will attend all staff meetings and monthly Board meetings.
6. Social Media: Maintain website and prepare weekly Facebook postings,
7. Donor and guest records: Maintain records, post donations and intakes, prepare and mail receipts.
8. Assist with newsletters and direct mail.
9. Other duties as assigned by the Executive Director.

To apply email resume to: [lesliescheen@sunrisemission.com](mailto:lesliescheen@sunrisemission.com) or mail to PO Box 493, Alpena, MI 49707.