

Service Opportunity Data Sheet

Mennonite Voluntary Service

Great Plains Office, Box 347, Newton, KS 67114; 316/283-5100
Great Lakes Office, Box 370, Elkhart, IN 46515; 574/294-7523



This form may be submitted by e-mail or through regular mail. MVS staff may edit position descriptions. Please be as thorough as possible in describing the agency, the position responsibilities and the qualifications. The descriptions are not limited to the space below, use extra pages, etc. Notice a detailed description of the agency is required and you must include an agency contact, address and telephone number.

Unit:

Date: May 30, 2008

Position Title: Development Associate

Organization/Agency Name: Church Community Services

Agency Contact: Dean Preheim-Bartel

629 South 3rd St.

Elkhart, IN 46516

574-295-3673

Ccs6293rd@aol.com

1. Description of the organization and its work (include some history of the agency and the population or type of people they serve):

Church Community Services (CCS) was founded 40 years ago by Elkhart area churches to offer a "one stop shop" for people in need. Our current services include a Client Choice Food Pantry; emergency financial assistance for rent, utilities and prescriptions; and a job and life skill training program for women (Soup of Success*). Our mission is to provide immediate assistance as well as educational self-help programs for persons and households in need. We serve people in Elkhart County who are below 165% of the Federal poverty guideline. Of our budget of \$500,000 nearly 70% comes from churches and individual donations. We have 8 full time and 6 part time staff plus nearly 200 volunteers. We serve 1,400 families in poverty every month.

*The Soup of Success runs two annual 5-month classes of 12 women each. The goal is to empower women through education and resources, build self esteem, develop independence and improve quality of life. In addition to classroom sessions the women participate in a small business which produces gourmet soup, cookie and dip mixes plus sewn items and gift baskets. Sale of these products provides the income necessary to pay wages to all of the women while in training. Each woman is paired with a volunteer mentor who continues in that relationship at least 8-12 months after graduation.

2. Detailed position description (include whether position is full time or half time):

This half-time position assists the Development Director in all aspects of his responsibility. Special attention will be given to providing staff support to fund raising events. This will include recruiting sponsors, auction donations and coordination of volunteers. This person will guide media resource development for CCS including DVDs, Power Point presentations, print materials, quarterly newsletter and media relations. Development and management of a speaker's bureau is also an option. This position will insure that all donor information is appropriately recorded in a timely manor; generate reports for other staff and the board; and oversee the process of acknowledging all donors. There will be opportunities for building stronger personal relations with supporting churches and businesses.

3. Qualifications:

Outgoing and enjoys working with people with strong interpersonal skills
Commitment and sensitivity to the mission of CCS
Strong written and verbal communication skills
Comfortable talking with people about money
Comfortable working with people in all socio economic classes
Computer skills, especially MS Access, Excel & Word; plus working knowledge of blogs,
facebook, flicker and web site management

4. Worker's Compensation? Yes or No.

Yes

5. Comments:

For latest info see our blog: churchcommunityservices.wordpress.com

Approved by Local Leadership _____ Date _____

Approved by MVSO: _____ Date _____