

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: Marketing & Sales Coordinator

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 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). 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.

This position relates primarily to Soup of Success, which runs two 5-month classes of 12 women each year. The purpose is to empower women through education and resources, build self esteem, develop independence and improve quality of life. In addition to classroom sessions on conflict resolution, health, career counseling, computer training, interviewing, budgeting, etc. there is also individual goal setting, life coaching and counseling. The women participate in a small business which produces gourmet soup, cookie and dip mixes plus sewn items and gift baskets. Product sales provide the income to pay wages to all of the women while in training.

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

This three-quarter to full-time position would lead the development of an agency-wide marketing plan with special emphasis on SOS products. They would pursue new retail, wholesale and corporate gift basket accounts; create literature and maintain web site information on products and gift baskets; and explore other strategies for expanding sales. This person will make sales calls and finalize sales. One of the goals of this position is to increase corporate gift basket accounts and spread sales of all products throughout the year away from mostly highly seasonal business. This person is also responsible to do follow-up with all current retail customers to maintain sufficient and fresh stock and receive new orders. This person will have opportunities for public speaking; communicating with churches; creating partnerships with business around job opportunities for SOS graduates, donations, and product sales; and staff special events such as SOS sales booths at Bazaars, Fairs, Churches, etc. This position relates closely with the SOS director and production coordinators.

3. Qualifications:

Willing and able to effectively communicate CCS & SOS story and mission.
Comfort and experience doing sales work.
Outgoing and brave.
Personable, authentic and compassionate.
Excellent written and verbal communication skills.
Able to work some evenings and occasional weekends.
Strong computer skills

4. Worker's Compensation? Yes or No.

Yes

5. Comments:

See our blog for latest info: churchcommunityservices.wordpress.com

Approved by Local Leadership _____ Date _____

Approved by MVSO: _____ Date _____