

# 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.

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**Unit:** Elkhart, Indiana

**Date:** May 12, 2006

**Position Title:** Coordinator

**Organization/Agency Name:** ASSETS Elkhart County, Inc.

**Agency Contact:** Chad Horning, ASSETS Board Member

**P.O. Box 242**

**Elkhart, IN 46515-0242**

**(574) 534-1141**

**Email Address:** [chad\\_horning@hotmail.com](mailto:chad_horning@hotmail.com)

**Website:** [Michianameda.org/projects/assets](http://Michianameda.org/projects/assets)

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

ASSETS Elkhart County taps into the entrepreneurial spirit of Elkhart County residents who have business ideas but have limited practical business training. The program's primary focus is on Elkhart County residents whose incomes are in the very low to moderate range. The program intends both to solidify existing small businesses and to provide the groundwork for businesses in the idea stage. Upon successful completion of the training program, students will have produced a detailed business plan for their own business or business idea. We expect successful self-employment will result for some, though not all, of our graduates.

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

Coordinates and implements the overall program as identified by the Board of Directors including key functions of administration, marketing and community relations, and fundraising. Coordinates volunteer instructors and evaluates student work.

- a. Market the program in the identified, targeted communities
- b. Build a strong network of relationships in the church, neighborhood, business, banking, government, and social service communities
- c. Maintain up to date marketing tools for interested persons, prospective volunteers, and potential donors
- d. Participate in significant related events in the local community
- e. Maintain a good working relationship with MEDA (Mennonite Economic Development Associates) both locally and nationally.
- f. Organize and implement the business plan training program

- g. Recruit and replace volunteer trainers for the for the business plan training program
- h. Oversee the recruitment of participants for the classes
- i. Evaluate the trainers, class sessions and overall program through written evaluation and other tools.
- j. Ensure the organization and implementation of the loan program
- k. Organize and implement the mentoring program.

**3. Qualifications:**

- Commitment to the program and the faith-based vision of ASSETS
- Experience and skills in administration
- Bilingual Spanish/English is useful but not required.
- Strong people and communication skills with the ability to relate to a wide variety of people, especially the business community
- A person of faith, character, and integrity
- Fosters a team spirit with staff and Board of Directors
- Business oriented background preferred

**4. Worker's Compensation? Yes or No.**

**5. Comments:**

Approved by Local Leadership \_\_\_\_\_ Date \_\_\_\_\_

Approved by MVSO: \_\_\_\_\_ Date \_\_\_\_\_