

**Pathway Ministries – Position Profile:**

**Empower Life Center Manager**

**Full-time, Regular, Salaried**

If interested, please email Curt Meiss at [cmeiss@pathwaypeoria.org](mailto:cmeiss@pathwaypeoria.org)

**Pathway Ministries is a privately funded 501 (c) 3 non-profit, evangelical Christian ministry whose designated purpose is religious. We are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. Pathway Ministries considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Pathway Ministries have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Statement of Faith, Core Values, and Employee Commitments upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.**

**Our Mission / Purpose:** To create pathways out of poverty through Jesus with our neighbors in need.

**Our Vision:** To see the Kingdom of Christ advance in Peoria and beyond through human flourishing.

**Our Values:**

The PM Team will be passionately:

- Gospel-Centered
- God-Dependent
- Call-Motivated

The PM Organizational will be committedly:

- Kingdom-Minded
- Community-Focused
- Partnership-Oriented

**Our Strategy:** To cultivate supportive relationships with strategic partners to provide compassionate crisis care that leads toward collaborative and transformational pathways.

**Our Objectives:** For those we serve to have hope and flourishing life, demonstrated by:

- **A lasting relationship with Christ**
- **Affordable, Independent Housing**
- **Sustainable Employment and Income**
- **A life of sobriety and clarity**
- **A vibrant and viable Church connection**

**Position Overview:** The Empower Life Center manager oversees all non-medical services within the center. These services include all daily operations, staff and volunteer development and care and communication with supporters, donors and other cooperating organizations.

**Reports to:** Director of Pathway Ministries Advocacy Services

**Supervises:** All volunteers and non-medical center staff

**Qualifications / Experience:**

- Must demonstrate a vibrant, growing personal relationship with and love for Jesus with a commitment to a lifestyle of Micah 6:8.
- Exhibit strong commitment and dedication to the sanctity of all human life and has a sincere desire to reach out to at-risk clients considering abortion.
- Exhibit strong commitment and dedication to sexual purity.
- Agree with and be willing to uphold the Statement of Faith, Statement of Principle and the policies and procedures of the Empower Life Center and Pathway Ministries.
- Good communication skills with Staff, Clients and within the community
- Administrative yet caring Shepherd Leadership with care, compassion and humility
- Have a bachelor or master's degree from an accredited college.
- Ideally have at least five years of experience working with vulnerable populations.
- Exhibit strong interpersonal and administrative skills, takes initiative and is flexible.
- Physically able to stand for long periods of time, can lift up to 25 pounds, has good eyesight or corrected vision, has steady hands and outstanding people skills.
- Skilled with current technology and willing and able to learn new skills.
- Respects confidentiality and upholds privacy per HIPAA.
- Is dependable, stable, and capable of following through on commitments.
- Previous leadership experience preferred.
- Ability to develop and implement new educational programs as needed.

**Expectations:**

**1. Center Operations**

- Non-medical staff, advocate & volunteer oversight, training & scheduling
- Clothing room & boutique oversight
- Overseeing schedule
- Cleanliness of ELC and classroom
- Stocking freebies in client restroom & cubbies
- Communicating monthly stats to PM & other organizations as needed
- Time cards for non-medical staff
- Ordering office supplies
- Yearly Fundraiser
- Petty Cash
- Bible Studies
- Binders
- Continuing education for non-medical staff & volunteers
- Bi-annual advocate meetings

- Development and implementation of non-medical classes
- Oversee Job Readiness Program with Women's Residential Center
- Communicate class information to Peoria County Probation, DCFS and organizations that may benefit from courses at ELC
- Representing ELC and PM by speaking at churches, radio interviews and video promotions - May require a weekend event or occasional Sunday morning
- Maintains and builds bridges with other community agencies
- Grants for operational services
- Operational policies and procedures
- OSHA compliance on operations pertaining portions
- Organizing staff meetings
- Creating newsletter
- Leading morning and afternoon shift devotions and prayer time
- Addressing any and all needs of staff and volunteers
- Maintenance of staff / volunteer spreadsheet with medical manager
- Ordering all supplies needed
- Organizing staff / volunteer celebrations

## 2. Emergencies:

- Patient calls: refer caller to local hospital emergency room, their own physician, and advise to call 911.
- Medical emergency on site: follow the procedures for Medical Emergencies or Standing Orders for Allergic Drug Reactions as indicated.

## 3. Other:

- Supports ministry fundraisers, neighborhood events and other PM ministries.
- Works with ministry in connecting with community organizations, churches and schools to promote the service and ministry of the Empower Life Center.
- Attends staff meetings and communicates clearly and regularly with other staff as needed.

## Continuing Education Requirements:

- Annually reviews Center policies and procedures, infection control regulations and safety procedures.

**Team Operational Values:** Commitments we hold each other accountable to in order to function as an effective team

- **Mission/Vision First:** We value our vision first and our specific ministry area second. The big picture of our Mission and Vision defines our ministry. Our specific ministry area submits to this greater vision.
- **Relationship:** We value healthy relationships. We are a team and we will seek to know each other as people first and colleagues in the ministry second.
- **Silence is Not an Option:** We value all opinions, and we have permission to speak and question. Our yes is our yes and or no is our no.
- **Listening:** We value active listening so we will seek to understand first before seeking to be understood.

- **Confidentiality:** We value open, honest, safe communication so we will hold our conversations in confidence. We will respect and honor each other, and there will be no “triangles”.
- **Conflict Resolution:** We value creative tension, we realize conflict as our friend, and we will embrace it in a Godly and professional manner rather than avoid it.

**External Covenants:**

- Commitment to growing relationship with Christ
- PM Covenant of Faith and Practice