



Wings of Refuge – Social Enterprise Coordinator

Organization Type: Christ Centered Non-Profit

Hours: Part-time; hours will vary. May include occasional weekends for events.

Travel Requirements: Moderate

Education and Experience: Preference will be given to individuals who possess a bachelor's degree from an accredited college or university in social sciences, business, marketing or a related field and have two (2) years of experience.

Program Description: ONE MORE is the social enterprise program that operates under Wings of Refuge. ONE MORE provides a trauma-informed work environment where survivors of sex trafficking (participants) can learn job skills and earn an income. Through making jewelry and home goods, each woman is learning practical workplace skills that will serve her on her path to independence and for the rest of her life.

Through the sales of survivor-made products, ONE MORE provides meaningful employment to survivors and connects local consumers to a story that is bigger than themselves. ONE MORE is a meaningful opportunity for consumers to give back, and survivors to grow in their workplace skills. Everything that we do at ONE MORE is so that exploitation ends for one more girl.

Summary of Job Responsibilities: The Social Enterprise Coordinator will continue to develop, oversee, and promote the ONE MORE brand and products and create a trauma-informed business environment for employees (participants).

List of Responsibilities:

Manage Business Operations

- Lead all business operations for ONE MORE. Coordinate the scheduling and planning of events to market and sell ONE MORE products. Work in collaboration with the Marketing and Development team to ensure all event marketing and communications are consistent with Wings brand and mission.
- Ensure timely and accurate communication with vendors and social enterprise partners.
- Establish an inventory plan to ensure products and supplies are stocked and ready for making products. Order and maintain an adequate amount of supplies including shipping supplies.
- Meet routinely with the Leadership Team for vision casting and planning.
- Track all budget items related to social enterprise including but not limited to expenses, invoices, income, work hours for each employee and report payroll information to Business Manager on a biweekly basis.
- Collaborate with the Development Coordinator for social enterprise grant writing and reporting.
- Establish and enforce product quality control measures for products. Provide coaching and feedback to employees to ensure quality standards are met for each product.

Oversee Marketing and Branding

- Work with Marketing/Event Coordinator to market and brand ONE MORE products.
- Collaborate with Marketing/Event Coordinator on marketing plans, on-line store, and branding.
- Lead efforts to grow the ONE MORE brand.

Network and Distribute Product

- Develop relationships with vendors that clearly define the ONE MORE mission and promote product sales.
- Develop markets, vendors and relationships to sell ONE MORE products
- Prep for markets and work in conjunction with Leadership Team to provide products for speaking events when appropriate

Supervise and Mentor ONE MORE employees

- Create a work environment where employees feel valued and expectations are clear.
- Coordinate with the Program Manager to create weekly work schedules for employees.
- Mentor and supervise employees including holding them accountable for their work.
- Utilize the strength-based approach in providing structure for the program and to assist employees with development of work readiness skills
- Facilitate and continue to develop work readiness and financial literacy programming in collaboration with applicable staff and volunteers
- Complete documentation as needed for each employee including performance evaluations.

Qualifications and Experience:

- Bachelor's degree in social sciences, business, marketing or a related field preferred
- Maintain an active, growing relationship with the Lord
- Creative, entrepreneurial drive and experience
- Demonstrated ability to multi-task and manage competing priorities and deadlines
- Experience in managing and developing people and teams
- Strong verbal and written communication skills
- Demonstrated ability to work independently and collaboratively as part of a team
- Demonstrated experience in budget management and analyzing results and to improve commercial outcomes
- Excellent relationship management skills with a particular focus on beneficial relationships with vendors
- Display strength-based tendencies

Organizational Core Requirements:

- Agree with the Wings of Refuge **Statement of Faith**
- Understand and demonstrate a willingness to engage in the **Guiding Principles** of the organization
- Abide by organization policies and procedures
- Participate in all required training and show competency in skill areas of training content
- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Current Driver's License
- Be 21 years of age or older
- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position
- Complete a satisfactory preliminary criminal history background check and a satisfactory fingerprint records check
- Willingness to pursue and participate in continuing education to stay up to date on best practices and regulatory compliance requirements