



**Position Title: Adult Program Coordinator (full-time, salaried)**

**Purpose:** *Provide day-to-day program coordination of The Root Cellar's adult programming and related ministries in the city of Lewiston  
Aid Program Manager in development of adult programming through The Root Cellar's Lewiston location.*

**KEY RESPONSIBILITIES**

- Coordinate day-to-day adult programming operations for neighbors and volunteers, including English, workfare and food shares
- Understand, communicate, and implement the organization's policies and procedures as it relates to programs and volunteers
- Recruit, train and support adult programming volunteers (teachers, tutors, FANN managers, etc.)
- Administrate registration and attendance records for participants and volunteers
- Oversee stock of classroom materials including supplies and curricula
- Make orders to the food bank to supply the food shares, program snacks and pantry
- Oversee adult classes and teach classes as needed
- Assist the Program Manager and volunteers in program evaluation and new program development

**EXTERNAL RELATIONS**

- Develop and maintain positive relationships with neighbors and their families, program volunteers, partner organizations and churches
- Participate in the life and development of the target neighborhoods of The Root Cellar

**GENERAL OPERATIONS**

- Contribute to overall communications needs regarding Root Cellar adult programming or events (i.e. website, flyers, social media updates, newsletter articles, etc.)
- Maintain accurate data regarding programs and impact as requested by the Program Manager
- Participate with other RC Staff in general maintenance of RC property and ground, as requested
- Assist Program Manager and Executive Director in securing or tracking funding for adult programs and general operating as requested
- Participate in staff meetings, training and events, as scheduled

TO APPLY:

SEND COVER LETTER AND RESUME TO

ALYSSA MCKAY, [alyssa@therootcellar.org](mailto:alyssa@therootcellar.org), JOEL FURROW, [joel@therootcellar.org](mailto:joel@therootcellar.org)



## QUALIFICATIONS

- Strong commitment to the Gospel of Jesus and active participation in a local church
- Ability to be flexible and respond to diverse challenges and individuals with an attitude of service and love
- Be comfortable and welcoming with a diverse neighborhood population
- Ability to learn on the go, work in a team environment
- Ability to lead and communicate with others effectively
- Demonstrated strong written and oral communication
- Understanding of neighborhood challenges and dynamics
- Pleasant manner, patience, problem-solving ability, dependability a must
- Possession of a valid Driver's License and good driving record
- Understanding/experience of refugee/immigrant process and diverse populations will be helpful
- Experience in ministry, teaching or education administration preferred
- College degree preferred

Reports to: Lewiston Program Manager

Time Commitment: 40 Hours per week, with flexibility depending on program activities

Part time positions for coordination of English programs, food share programs and workfare programs are also available

Compensation: \$37,500 - \$42,000

Benefits: Sick Days, Health Share Plan, Dental Insurance, 2-Weeks Paid Vacation

TO APPLY:

SEND COVER LETTER AND RESUME TO

ALYSSA MCKAY, [alyssa@therootcellar.org](mailto:alyssa@therootcellar.org), JOEL FURROW, [joel@therootcellar.org](mailto:joel@therootcellar.org)