

## MARINERS INN

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**TITLE:** Social Enterprise Coordinator

**EFFECTIVE DATE:** 08/01/2016

**Classification:** Hourly Non-exempt

**Status:** Part-time

**REPORTS TO:** COO

**REVIEW DATE:** 12/6/2016

**SUPERVISES:** None

**Revised:** 12/6/2016

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### **RESPONSIBILITIES:**

- All administrative duties including, but not limited to, creating contracts, maintaining budget, and scheduling workers
- Schedule all Social Enterprise jobs including providing invoices and finding workers
- Maintain positive relationship with customers
- Transport workers to job site
- Seek new job opportunities
- Find training programs for Social Enterprise Workers
- Maintain parking lot schedule
- Order supplies and equipment, as needed
- Maintain inventory lists
- Ability to lift 15- 40 lbs.
- Ability to use a computer for at least 4 hours at a time
- All other duties as assigned by the Chief Operations Officer

### **QUALIFICATIONS:**

- Minimum of one year administrative or maintenance experience
- Strong writing and basic computer skills
- Ability to meet physical, mental and visual standards of the job.
- Willingness to attend workshops, seminars and training
- Valid Driver's License and annual clearance from Secretary of State
- Ability and willingness to work in a manner which will not needlessly endanger the safety of oneself, other persons or equipment
- Ability to establish and maintain harmonious working relationships with fellow workers, consumers and the general public
- Minimum of one (1) year sobriety, if recovering.

Salary Range: \$15 - \$20 per hour

**Cover Letter and Resume should be emailed to [humanresources@marinersinn.org](mailto:humanresources@marinersinn.org) by April 21, 2017. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.**