



DATE: 2021

JOB TITLE: SFSM Sarah Center Jewelry Instructor

REPORTS TO: SFSM Sarah Center Director

PURPOSE: The Sarah Center Jewelry Instructor will plan, maintain and evaluate the necessary components of the Jewelry programs for ST. Francis Seraph Ministries. The Jewelry Instructor will support the mission, vision and the values of the organization and will work in concert with the other SFSM staff members to effectively advocate for the clients SFSM serves.

JOB RESPONSIBILITIES:

- **Develop and implement objectives, plan and goals of the Jewelry program at Sarah Center**
- Direct, manage and document all of the necessary supplies and equipment associated with the Sarah Center jewelry program.
- Manage and maintain the physical space associated with the Jewelry space.
- Assure compliance with standards for safety, best practices and overall aesthetics for the Sarah Center staff, members and volunteers
- Supervise other Sarah Center staff, members and volunteers assigned to Sarah Center staff, members and volunteers
- Complete all necessary paperwork in a timely manner including turning in receipts, completing timesheets and logging volunteer hours when necessary
- Must be able to work flexible hours when Sarah Center programs are underway in order to properly supervise staff, members or volunteers.
- Must be able to work some flexible hours when needed in other SFSM areas and/or programs
- Must have reliable transportation and a valid driver's license
- Must be able to travel to meetings and/or trainings upon request

Qualifications

- Excellent knowledge of Jewelry making practices
- Some professional experience in a non-profit setting
- Commitment to quality programs and data-driven program evaluation

- Action-oriented, entrepreneurial, adaptable and innovative approach to program planning
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed

Applicants: Please send cover letter and resume to **Ms. Annise Anderson at AAnderson@sfsministries.org**. On the subject line of your email, please type **Client Services Coordinator**. Thank you.

**St. Francis Seraph Ministries
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