



DATE: 2021

JOB TITLE: SFSM Sarah Center Sewing Instructor

REPORTS TO: SFSM Sarah Center Director

PURPOSE: The Sarah Center Sewing Instructor will take care of maintaining the #STITCHED# Job training program, the quilting and sewing schedules. The Sarah Center 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:

- Implement objectives, plans and goals of the #STITCHED# job training program
- Direct, manage and document all the necessary supplies and equipment associated with the job training program and the other programs of quilting and sewing
- Assist in the maintenance and physical space of the sewing area
- Assure compliance with the standards of safety, best practices and overall aesthetics for the Sarah Center staff, members and volunteers
- Complete all necessary paperwork in a timely manner including turning receipts
- Must be able to work flexible hours when Sarah Center programs are underway
- 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

- A practical knowledge of sewing techniques
- Some familiar experience in a non-profit setting
- Commitment to quality programs and date-driven program evaluation
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed

It would be helpful if you brought some pieces of your work to your interview.

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