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**Job Title:** Minor Mentoring Administrator  
**Department:** Minor Mentoring  
**Work Location:** Summit County  
**Reports To:** Director of Minor Programming  
**Status:** Full Time  
**Classification:** Non-Exempt

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**Reaching Above Hopelessness and Brokenness, Inc.**

RAHAB Ministries strives to share the hope of Jesus Christ with broken and undervalued women, including survivors of human trafficking.

**What You Will Do/Need (Job Summary)**

Provide administrative support to the Minor Mentoring Team contributing to a strong infrastructure that supports the ongoing direct care to the youth being served. Additionally, provide onsite operational support for the Minor Mentoring Center 2 evenings a week.

**Responsibilities (Essential Duties and Responsibilities)**

**Administrative:**

- Manage Rahab Minor Mentoring Team’s budget and regularly communicate with Rahab office staff regarding expenses, budget and financial needs
- Track and update expenses on Minor Team Budget Spreadsheet
- Store, organize and maintain all necessary files and documentation pertaining to the Minor Mentoring Program
- Maintain communication with service providers
- Track service reports, update necessary service logs and pay invoices on time
- Maintain Organization and Cleanliness of Minor Mentoring Office Space; create new systems of organization as needed.
- Keep track of all incoming referrals and file all related documentation
- Attends weekly staff meetings, and provides organized and thorough meeting notes to appropriate RAHAB staff and leadership
- Work closely and communicate regularly with MMP staff and MMP Director
- Proactively maintains the administrative infrastructure of the MMP; assesses current policies and procedures, anticipates necessary changes, and implements solutions, in conjunction with the Director
- Meets regularly with the Director to discuss and strategize overall departmental development
- Other duties, as assigned

**Mentoring Center Responsibilities:**

- Foster a safe and encouraging environment
- Be physically, emotionally, and mentally present with youth and volunteers
- Follow all safety protocols and procedures in order to maintain safety and security

**Coordination:**

- Communicate any crisis/emergency situation to Director of Minor Programming
- Work closely and communicate regularly with MMP staff



### **Minimum Qualifications (Knowledge, Skills, and Abilities Required)**

- Highly Task–Oriented
- Self-motivated and demonstrates a natural capacity to lead others
- Completes day-to-day operations with Excellence
- Mature relationship with Christ
- Ministry-minded and ability to engage non-Christians from difficult backgrounds
- Humble, team player with strong integrity
- Passionate about advocating for youth
- Detail-oriented and punctual
- Organized and efficient
- Flexible availability
- Adaptable to ever-changing schedules and plans that come with the nature of the job
- Trauma informed and the ability to perform trauma informed care
- General knowledge of human trafficking field and effects of sexual exploitation
- Strong communication skills, both written and verbal
- Aptitude in problem-solving and critical thinking
- Must be 21 years of age or older
- Must have a valid Ohio Driver’s License
- Must submit and pass a Federal Background check
- Preferred Proficiency in Excel, Outlook and Microsoft Office 360

### **What Will Make You Special (Preferred Knowledge, Skills, and Abilities)**

- Trauma informed
- Previous experience and knowledge in human trafficking field
- Ministry-minded and ability to engage non-Christians
- Experience in working with youth preferred

### **Characteristics of the Position (Competencies)**

- Seeks to foster a positive and encouraging environment
- Strives to maintain a culture of love and respect among the staff and youth
- Conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries with/for youth

### **Physical Demands and Work Environment**

Light physical demands; transporting youth as necessary

### **Position Type and Expected Hours of Work**

Willing to work a flexible shift: 40 hours per week

### **Travel**

Local travel with the occasional need to travel within the greater Northeastern Ohio region using personal vehicle

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**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job



successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

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### **Employee Acknowledgement**

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**Signature**

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**Date**

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**Printed Name**