

Church or Organization: Cooks Hill Community Church

Primary Contact Name: Emily Klesick-Faley

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Primary Contact Phone: (425) 359-8539

Primary Contact Title: Lead Pastor

Primary Contact Address: 

*2400 Cooks Hill Rd
Centralia, WA 98531
United States*

Please describe the position to be filled.

Maternity House On-Site Manager

This position exists for the mutual benefit of Cooks Hill Community Church and the employee. Cooks Hill Community Church employs an individual who can offer their skills, knowledge, interests and passions to support the Maternity Housing Ministry at Cooks Hill Community Church.

This position includes housing, food, internet & utilities as a benefit of the position. Position is fulltime, salaried and requires on-site living in Centralia, Washington.

Candidate Requirements:

- Possessing a desire to work with women and willingness to work within a ministry setting
- Ability to manage client portfolios, successfully implement house management and transition plans for up to 6 clients at a time

- Work well with Lead Pastor & other Cooks Hill Staff
- Must pass a background check and adhere to all Cooks Hill Ministry Policies
- Must be a Highschool graduate, previous experience or education in women's ministry, health or client management a plus.

Expectations of the House Manager:

Be an example of holiness and discipleship both inside and outside of work hours:

1. Lead the Maternity House Program with team of Program Quality Specialists.
2. Continued personal spiritual growth
3. Demonstrate appropriate boundaries in life, relationships, and ministry
4. Align with the Free Methodist theology
5. Be grace and truth filled, living out the gospel

To grow as a leader @ Cooks Hill:

1. Meet weekly with Staff @ Cooks Hill CC (time included in the position allotment)
2. Attend additional training opportunities and conferences as needed or desired
3. Serve as a leader in the Maternity House Program
 - a. Praying for and with residents
 - b. Following program guidelines for house
 - c. Organizing Classes and Implementing program guidelines
 - d. Working with volunteer teams and manage donations
 - f. Building relationships with community partners

Please reach out via email or phone for an interview, send resume's to emily@cookshillcc.org

The House Manager is responsible to the Executive Director & Lead Pastor @ Cooks Hill Community Church and primarily works with the Executive Director.

Commitment & Compensation

The House Manager is a Full-time compensated position, consisting of 40 hours a week with included fringe benefits of housing, food, internet and utilities.

Position Salary Range 40,000-45,000 annually based on education & experience.

Position Benefits include:

Housing

Food

Utilities & Internet

We intend on closing the posting and no longer accepting applications as of Thursday, June 20, 2024.