



TRUST, Inc.

Toward Renewed Unity and Service Together  
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TRUST, a nonprofit based in South Minneapolis since 1970, unites and mobilizes congregations and the community to serve and empower our neighbors. We gather support from 20 member congregations and the neighborhoods. TRUST has direct-service programs like Meals on Wheels and Chore, and initiatives and partnerships among congregations and in the community.

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## **JOB POSTING: CHORE PROGRAM COORDINATOR**

### **FUNCTION**

The Chore Coordinator manages all aspects of TRUST Inc.'s Chore Program, which provides household chore and maintenance services to seniors and disabled persons living in South Minneapolis by matching them with skilled, independent workers.

### **QUALIFICATIONS**

#### Skills

- Strong knowledge of and experience in community/social services
- Knowledge of the non-profit sector
- Experience with budgeting and finance management
- Ability to assess needs and facilitate the most appropriate responses
- Ability to manage independent workers
- Experience in recruiting and working with volunteers
- Ability to work well as part of a team and handle conflict/crisis/change appropriately
- Strong organizational and time management skills
- Excellent verbal and written communication skills
- General proficiency with computer and database technology
- An innovative spirit and a genuine desire to help others

#### Education and Experience

- Bachelor's Degree
- 5+ years of experience in program coordination/management

### **RESPONSIBILITIES**

- Manage and maintain a healthy and thriving Chore Program
- Assess new program participants and manage existing ones
- Manage existing workers and recruit new ones
- Maintain program databases, records and statistics
- Maintain program budgets and finances

- Coordinate and collaborate with TRUST executive director and program leads
- Recruit and manage program volunteers
- Assist with marketing and communications of the Chore Program
- Conduct an annual program survey and overall program review
- Be flexible and open to other duties as assigned

#### **HOURS**

- 20 hours per week

#### **SUPERVISION**

- Reports to Executive Director

Interested parties should email Toya Richards at [trust@trustinc.org](mailto:trust@trustinc.org).