

Greater Impact Inc.

Position Description

Job Title:	Automotive Assistant
Classification:	Exempt, 1 FTE
Reports to:	Automotive Director
Date Prepared/Revised:	February 15, 2022

Greater Impact Inc. Mission

Giving our neighbors a hand up in their time of need.

Position in a Paragraph

The Automotive Team Assistant is a full-time professional with the responsibility of helping the Automotive Team Director to fulfill the vision of the Automotive Team. This includes, but is not limited to, repairing vehicles, assisting others with vehicle repairs, communicating with clients, customers and community partners, fundraising and marketing.

Goals and Expectations

1. Serves at a level of excellence in the local church.
2. Sets tone/culture by being present, engaged, and leading.
3. Communicates with their supervisor, sharing successes and struggles that are taking place.
4. Learns the people, issues, needs, concerns, history, and demographics of the community.
5. Jumps in to help wherever needed within Greater Impact Inc.
6. A leader, yes, but also a follower who will do everything possible to make their supervisor, and Greater Impact a success.
7. Engages others and helps them discover their greatest need.

Qualification Requirements

- High Level of honesty, integrity, and confidentiality
- Team player who can work independently and cooperatively with the Automotive Team
- Basic knowledge of vehicles and willingness to be trained
- Ability to work with clients and the homeless in an understanding manner
- Skilled in conflict resolution and accountability
- Proficient with basic office software (Gmail, Google Calendar, Google Drive, etc.)
- Familiar with major social media platforms

Primary Areas of Responsibility (Weighted)

- Connections (50%)
 - Developing relationships with customers, clients, volunteers, and donors
 - Social media for the Automotive Team
 - Team Development
 - Assist with volunteer and event coordination
 - Weekly Meetings with Automotive Director
 - Leads assigned projects with ownership
- Shop (40%)
 - Oil changes, brakes, and minor repairs
 - Bigger jobs with help and/or guidance
 - Maintaining a clean/safe work space
 - Organizing shop and surrounding areas
- Administration (10%)
 - Takes on assigned administrative responsibilities
 - Assists in maintaining records on operations
 - Assists in the effort to follow up with community partners, individuals and donors
 - Organizes records and resources
 - Data Entry
 - Provides data as directed by the Automotive Team Director
 - Assist with volunteer and event coordination
- Other duties as assigned

Candidate Profile

The successful candidate will be both compassionate and passionate about helping others. They should have the ability to lead, organize, make good decisions, solve problems, possess the ability to form great interpersonal relationships, communicate well, exude positivity, and show professionalism that would allow them to work effectively with a wide range of people.

Necessary for success in this position

1. Problem solving
2. Efficient in using Social Media to advance organizational objectives.
3. Able to communicate clearly (oral and written).
4. Fiscal responsibility.
5. Motivated self-starter.
6. Basic understanding of vehicles, and willingness to learn.
7. Committed to completing the 12-Steps of Recovery.
8. Montana driver's license with reliable insured personal transportation.
9. Previous volunteer background and experience.
10. Participate in all fundraising events.

Physical Demands

The physical demands described here are representative of those that must be met by a staff person to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activities	Frequent	Occasional
Lifting (6-50 lbs)	X	
Driving (local/in area)	X	
Out of area travel		X
Walking	X	
Hearing	X	
Speech (Verbal Communication)	X	
Repetitive Hand Movements (Typing)	X	

Work Environment

The work environment characteristics described here are representative of those a staff person encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment ranges from quiet to noisy with regular distractions. The qualified individual must be able to filter distractions, focus upon any given task, and multitask when necessary. The work environment can include but is not limited to: office environment, indoor/outdoor auto shop, indoor/outdoor construction site, client homes, community agencies, and board meeting settings.

The information contained in this position description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Salary and Benefits

- Salary determined annually by the Executive Director and to commensurate with education and experience.
- Two weeks paid vacation time per year

Reporting Relationship and Review of Performance

The Automotive Assistant reports directly to the Automotive Director.

Review of Performance for Automotive Assistant

- Review of performance will occur on an annual basis, based upon employee date of hire.
- Review of performance (attached) will be completed by the Automotive Assistant. The tool includes self-reflection, self-supplied evidence of effectiveness, as well as evaluative feedback from the Automotive Director.

These policies and employment agreements supersede any previous policies and agreements, verbal or written, that may have been distributed previously. Your signature on the acknowledgement is a certification that you have received a copy of these policies as updated. These policies are subject to change at any time at the discretion of the Automotive Director.

I acknowledge receipt of this position description and the policies held within.

Signature

Date

I acknowledge the following employment dates:

- Six-month probationary period start date 03/01/2022
- Six-month probationary period end date 09/01/2022

Signature

Date

Greater Impact Inc.

Automotive Team Assistant - Performance Appraisal

Name:	Evaluation Period:
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Scale: 1= Unsatisfactory 2= Growth Needed 3= Proficient 4= Distinguished

Essential Duties	Self-Appraisal Score	Self Evidence / Documentation	Directors Appraisal Score
Connections			
Communications			
Administration			
Innovation			
Team Development			
Fundraising			
Coordination with community businesses and leaders			
Reporting / Data Keeping			
Personal Traits (Enthusiasm, Dependability, Initiative, Punctuality, etc.)			

Greater Impact Inc.

Automotive Team Assistant - Performance Appraisal

Evaluative Feedback - Completed by Automotive Director

The following signatures indicate the evaluation has been read and discussed.

Automotive Assistant Signature

Date

Automotive Director Signature

Date

Note: The Automotive Assistant may submit a written rebuttal to be included with evaluation in the Staff file.