Job Title: Road to Redemption Program Manager
Organization: River of Life Mission
Reports To: Director of HUBs and Ministry "DHM"
Location: Honolulu, Hawaii
Status: Full-Time
Compensation: Start at $39,000 a year plus benefits

Mission Statement

River of Life Mission exists to meet people in the place of their greatest need -- offering food to the hungry, hope to the hurting, and the good news of Jesus Christ to all -- so that many would have the opportunity to become fully devoted followers of Him.

Position Summary

This role helps the Director of HUBs and Ministry (DHM). You will help organize service fairs and outreach events. These events feed the homeless and connect people in need with services. This job requires you to be organized, a good communicator, and have a heart for serving others. You must handle details with care and kindness. A key part of this job is overseeing the "Road to Redemption" (R2R) program for all HUB sites and assisting with program development and management.

Key Responsibilities

Administrative & Communication Support
- Help the DHM with daily administrative tasks.
- Talk with service providers, partners, and volunteers to confirm plans.
- Manage calendars for outreach events.
- Write and send emails, event confirmations, and follow-ups.

Event Coordination & R2R Oversite
- Plan the dates, times, and locations for select HUB events.
- Keep and share event checklists and setup needs.
- Help with volunteer sign-ups, communication, and event-day tasks.

R2R Program Development
- Train at River of Life Mission to learn its systems and tools.
- Write down notes about program growth, meetings, and decisions.
- Create helpful guides for people in different situations (like people with pets, health issues, or families).
- Create tools and training materials for HUB leaders about the R2R program.
- Help people move into new programs. This includes making referrals and helping HUB leaders or individuals with intake (like making calls or filling forms).
- Plan and run R2R Roundtable meetings and R2R Community events. ● Research and order materials needed for the R2R program.

R2R Partnership & Relationship Building
- Find new partner organizations that fit the company's mission (like behavioral health, sober living homes, or Kauhales).
- Build good relationships with new and current partners.
- Help create intake processes. This includes finding the right contact person, program cost, program length, and entry rules.

Data & Program Metrics
- Track data from events, like attendance, meals served, and feedback.
- Build and update Airtable databases with good sources, contacts, and case studies about R2R transitions.
- Help build the R2R program section on the River of Life website.
- Improve the Link Tree categories and resources.
- Make simple reports or spreadsheets to show event impact.
- Help check if the program is working well and find ways to make it better.

Mission Support
- Help tell the story of the HUB's impact using data and event recaps. ● When appropriate, use client stories to show impact.
- Make sure all work is done with dignity, respect, and Christian love for the people we serve.

Qualifications
- Strong skills in administration and organization.
- Excellent at writing and speaking.
- Know how to use spreadsheets, email, and Google Workspace or Microsoft Office. ● A caring person who is driven by the mission.
- Comfortable working with many different types of people.
- Experience in nonprofits, social services, ministry, or outreach is a plus. ● Able to work alone and also as part of a team.

Preferred Attributes

- A heart for the homeless and people in need.
- A humble and flexible spirit.
- Pays attention to details but stays focused on the mission.
- Good at managing time and finishing tasks.
- Agrees with the organization's faith-based values.

To apply, email your resume and cover letter to eddie@riveroflifemission.org with the subject line "Road to Redemption Coordinator - [your name]"