



**Mission:** *To mobilize local churches to transform lives and communities In the Name of Christ.*

## Church Mobilization Coordinator

### Reports To

Executive Director

### Purpose

Develop a volunteer program which lays a foundation of strength and deep understanding of Love INC's mission.

### Hours

15 hours per week. Typically Monday through Friday with occasional nights and weekends. Hours may vary depending upon need.

### Rate of Pay

\$15.00 per hour

### Profile

A passionate and compassionate self-starter eager to serve others. Personable and motivating, able to build trust and buy-in from leaders and volunteers. An ambassador of Love INC and an advocate for others. Strong management skills including communication, organization, and a track record of follow-through. Attentive to details and sensitive to the ethnic and denominational diversities of clients and churches we serve.

### Responsibilities

- Promote awareness of Love INC's mission and process.
- Develop and maintain relationships with churches and other volunteer organizations within the area.
- Work closely with the Love INC Ambassadors to continuously improve relationships and engagement of Ambassadors and their congregations.
- Develop and promote a wide range of volunteer opportunities within Love INC and partner churches.
- Identify how Love INC can better serve/support ministries including support for new initiatives.
- Continuously improve community engagement and resource relations.
- Conduct outreach initiatives to expand volunteerism.
- Work closely with Volunteer Coordinator to support special ministry events and identify additional opportunities for volunteer growth.
- Be visible in the community as an advocate for Love INC.
- Accomplish organization goals as determined with the *Executive Director* and explore opportunities to add value to the ministry.
- Attend staff meetings.
- Prepare status reports as specified by the Executive Director.
- Evaluate all aspects of the program.
- Cross-train and be familiar with other Love INC positions (Client Care Coordinator and Volunteer Coordinator) to provide for staffing flexibility.
- Other duties as assigned by Executive Director.

## **Qualifications**

- Personal relationship with Jesus Christ and agreement with the Apostles' Creed.
- Comfortable working and praying with Christians from many denominations.
- Skilled in presenting for small and large groups.
- Would be considered a "people-person" who loves working with and motivating people.
- Ability to take initiative, work independently, and cooperatively.
- Skilled in recruiting, networking, building relationships, and building teams/team atmosphere.
- Ability to effectively manage a wide array of tasks, projects, and responsibilities.
- Flexible and adaptable; Organized and detail-oriented; Reliable and dependable.
- Excellent communication, interpersonal, record keeping, organizational, and planning skills.
- Ability to set priorities which accurately reflect the relative importance of job responsibilities.
- Ability to work productively in an unstructured environment with frequent interruptions.
- Willingness to adjust hours to accommodate the needs of the job.
- Proficient in basic computer applications, such as Microsoft Outlook, Word, Excel, Powerpoint, and internet usage.

## **To Apply**

Submit a cover letter, 3 references, and resume to DaNita Carlson [danita@loveincswc.org](mailto:danita@loveincswc.org)