



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.

Follow Redemptive Compassion core principles (everyone has value, we invest relationally with others, we help people achieve their God-given potential, we expect mutual participation, we respond with wisdom and discernment, we serve in ways that transform).

Hours

Full-time, 32 hours per week. Typically Monday through Thursday, with occasional Friday, evening, or weekend hours for meetings and/or special events. 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

- Organize and manage representatives from churches who help promote the Love INC ministry (Ambassadors).
- Facilitate meetings and develop and maintain ongoing relationships with partner churches through the Ambassadors.
- Conduct outreach initiatives to expand volunteerism (i.e. Love INC Sundays, ministry presentations).
- Work closely with Volunteer Coordinator to support special ministry events and identify additional opportunities for volunteer growth.
- Work with Connection Center, Volunteer Coordinator, and partner churches to develop Gap Ministries (fulfilling an unmet need in the community) and ensure ministries are functioning well. Gap Ministries currently include: moving, household items, care line (emotional support), and Faith and Finance.

- Develop and implement documented processes, procedures, forms, and record-keeping systems for each of our Gap Ministries and ensure the staff and volunteers are oriented and trained
- Implement a reporting system for each Gap Ministry to report basic metrics (volunteer hours, people served, needs met, etc.).
- Ensure each Gap Ministry is supported by the partner churches and they embrace the principle that gap ministries are partnership ministries where the churches work together to meet needs.
- Develop and implement evaluation tools to elicit feedback from clients and volunteers and identify how Love INC can better serve/support all partner church ministries.
- Develop relationships with other volunteer organizations within the area.
- Promote awareness of Love INC's mission and process.
- Accomplish organization goals as determined with the Executive Director and explore opportunities to add value to the ministry.
- Attend staff meetings.
- Prepare status reports (monthly, quarterly, annual) as specified by the Executive Director.
- 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 to small and large groups.
- 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.
- Reliable and adaptable.
- Organized and detail-oriented.
- Excellent record keeping and planning skills.
- Excellent communication and interpersonal 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.

NOTE: This is a new position. Duties are subject to change as the ministry grows.

To Apply

Submit a cover letter, 3 references, and resume to DaNita Carlson at danita@loveincswc.org