

Interim Coordinator of Neighborhood Ministries Job Description

Summary:

The Interim Coordinator of Neighborhood Ministries at Mount Olive Lutheran Church coordinates and undertakes much of the community outreach and liaising through programs such as Diaper Depot, Jobs After School, Way to Goals Tutoring, as well as developing and maintaining relationships with other agencies and organizations within the neighborhood. This position contributes to the mission and vision of Mount Olive Lutheran Church in providing an array of services for members of the surrounding neighborhood as well as helping to facilitate connections between individuals in need and available resources. This position offers the opportunity for a flexible schedule, up to 32 hours per week with some evening and weekend hours (including Sunday mornings). The term length of this position is 8-9 months.

Representative duties and responsibilities:

1. Diaper Depot

- Manage and maintain diaper inventory, procure outside funding to purchase diapers
- Register and track visits and purchases
- Organize and supervise volunteers who will staff the depot during open hours

2. Jobs After School

- Help youth, ages 9-14, develop life skills through short term 'jobs'
- Transport children from school to their specific jobs (must have own car)
- Connect with community agencies to seek out employment for the youth in the program

3. Way to Goals Tutoring

- Recruit and organize volunteers to work with up to 15 students in grades 2-6 on academics
- Coordinate with Minneapolis Public Schools' Partners on Line and local schools to advertise program
- Schedule volunteers and activities through the school year

4. Crisis Fund and Referrals

- Manage the crisis fund which is used for people with financial needs
- Distribute funding to individuals who have been vetted
- Refer individuals to additional services in the area for additional help

5. Neighborhood Liaison

- Further the connections within the community
- Coordinates Mount Olive's community partnerships; seeks community resources for program support.

6. Neighborhood Ministries Committee

- Collaborate with the Neighborhood Ministries Committee to help identify needs

Required Knowledge, Skills and Abilities:

Be an effective collaborator, developing strong rapport with children and adults across diverse backgrounds and needs. Be organized and able to manage work interruptions. Be willing to take on challenges and perform well with multiple responsibilities. Have strong interpersonal and collaborative skills, and excellent oral and written communication skills. Demonstrated computer skills, including working with word processing programs and simple databases. Be conversant with best practices surrounding community outreach and/or non-profit work, specifically knowledge of community resources for people seeking assistance and volunteer coordination. Have basic experience with budgets and management of records. The

The Interim Coordinator of Neighborhood Ministries will exhibit a Christian's understanding of social justice and be aligned with the faith and welcoming practices of Mount Olive Lutheran Church.

Minimum Education/Experience

Education: Undergraduate degree.

Experience: Previous experience working with non-profit, church-based or neighborhood liaison/volunteer positions is preferred.

Salary/Benefits

Salary and benefits are negotiable and commensurate with experience.

Those interested in applying for the Interim Neighborhood Ministries Director position should send a resume and cover letter outlining their interest to lisa.nordeen@gmail.com.