

Ministry Coordinator



Reports To

Executive Director

Purpose

To manage and develop the daily operations of Love INC programs so as to ensure the further implementation of the organization's mission.

Responsibilities

1. Program Management

- a. Ensure the maintaining of procedures for the daily operation of various Love INC programs and ministries (Community Clearinghouse, Community Food Pantry, Covered With Love, etc.).
- b. Oversee all Loving Neighbors activities and requests.
- c. Maintain current referral resources of churches & agencies.
- d. Develop and maintain relationships with local churches.
- e. Cooperate with program leaders and the maintenance team to ensure proper use of building space and facilities for the use of various Love INC programs.

2. Volunteer Management

- a. Oversee the recruitment, training and placement of volunteers. Coordinate volunteer's talents and gifts with appropriate volunteer position.
- b. Provide each volunteer with an orientation and written description of position.
- c. Coordinate volunteer recognition activities. (i.e. recognize birthdays, "love" notes of appreciation, prayer).
- d. Maintain clear communication with volunteers and with Executive Director.
- e. Ensure the maintaining of client/volunteer confidentiality.

3. Leadership

- a. Actively participate in weekly staff meetings.
- b. Work with program leaders to ensure that programs are operating with missional integrity.
- c. Provide support and oversight to program leaders regarding the development of new program initiatives.
- d. Represent Love INC to the community through attendance at public events and speaking engagements as needed.
- e. Attend and participate in community collaborative meetings like HCAN (Huntington County Assistance Network) and Empowering Humanities.
- f. Attend Love INC regional and national trainings as assigned by the Executive Director.
- g. Perform other leadership and administrative tasks as designated by the Executive Director.

"The Mission of Love INC is to mobilize local churches to transform lives and communities In the Name of Christ."

Qualifications

1. Personal relationship with Jesus Christ and agreement with the Apostles' Creed
2. Understanding of the mission and core values of Love INC
3. Must be highly organized
4. Strong verbal and written communication skills
5. Proficient in leadership and management
6. Ability to work independently and cooperatively
7. Reliability and dependability
8. Healthy, professional boundaries
9. Experience using Microsoft Office
10. Education or experience: Requires a bachelor's degree and preferred experience in management, social work, organizational leadership, ministry, community development, or related field.