Transformational Ministry Coordinator

(Approximately 28-40 hours per week, as duties assigned/hourly wage dependent on experience)

Reports to: Executive Director

Purpose: Oversees the Transformational Ministry Program, volunteer coordination, and church relationships.

Responsibilities:

Transformational Ministry & Church Relationship Coordinator (80%)

1. Oversees all aspects of the Transformational Ministry & Life Skills Classes — design, development, recruitment, implementation, marketing, and evaluation.
2. Recruit, equip, manage, and support all aspects of the Transformational Ministry program — class location, offerings, curriculum, and setup/teardown — along with its facilitators, mentors, life coaches, childcare workers, volunteers, and greeters. Provide ongoing training as needed.
3. Serve as volunteer coordinator, matching clients with mentors and supporting those relationships through training, meeting assistance, progress reports, and goal setting.
4. Work collaboratively with the Clearinghouse Coordinator to determine client eligibility for Life Skills classes and other Clearinghouse resources, addressing unmet needs and future programming.
5. Oversee, market and allocate incentive supplies, donations, gift cards, and other resources for class participants and Clearinghouse needs.
6. Serve as the main contact/coordinator for all Transformational Ministry clients, maintaining accurate, complete files on each attendee (intake, release of information, attendance, homework, incentives earned, etc.).
7. Conduct end-of-class evaluations to assess client/volunteer experience and program effectiveness.
8. Work with the Executive Director to deepen church engagement through partnerships, collaborations, incentives, and referrals. Maintain church relationship records and clearly communicate Love INC's mission, vision, and story to grow that engagement.
9. Perform other reasonably related duties as assigned, consistent with organizational needs and the employee's skills.

Volunteer Coordinator (15%)

1. Work with the Executive Director and Clearinghouse Coordinator to coordinate volunteer training, screening, and scheduling for all new and existing Love INC volunteers, including Transformational Ministry volunteers.
2. Track volunteer applications, gift inventories, background checks, and volunteer hours in the volunteer database. Assist with Transformational Ministry reports as needed.
3. Assist in volunteer appreciation events.

Marketing/Donor Relations (5%)

1. Assist the Executive Director with Love INC marketing, social media, newsletters, and infographics as needed and as skills allow.
2. Help process Love INC donations, donor thank-you letters, and newsletters in a timely manner.

Qualifications:

1. Demonstrates a personal commitment to Jesus Christ; affirms the Apostles' Creed, active church involvement and agrees with Love INC's statement of faith; and is able to represent and advance the organization's Christian mission through the duties of this position.
2. Discernment, nonjudgmental attitude and the ability to listen, empathize and accept others.
3. Punctual, reliable and dedicated to the mission of Love INC.
4. Maintain confidential client, volunteer, donor, and personnel information in accordance with organizational policies and applicable privacy requirements.
5. Ability to work independently and cooperatively as a part of a small team environment.
6. Highly organized, with strong administrative skills and the ability to plan, implement, and follow through on multiple tasks while working well under pressure.
7. Strong assessment and problem-solving skills, with the ability to receive feedback and evaluate processes.
8. Ability to teach and influence others.
9. Excellent communication, public speaking, and organizational skills.
10. Experience in supervising staff, and ability to lead staff and volunteers.
11. Excellent computer skills. (proficient in Word, Excel, Canva & Google Workspace)
12. Bachelor's degree in human services, social work, ministry, or a related field preferred. An equivalent combination of education, ministry experience and relevant work experience will be considered.
13. Valid driver's license and ability to travel locally on a regular basis. Access to transportation appropriate for completing assigned off-site duties is required. Driving record and insurance requirements apply when operating a personal vehicle for organizational business.
14. Employment is contingent upon completion of a job-related background check conducted at the legally permitted stage of the hiring process. Results will be evaluated in accordance with applicable law and Love INC's client-safety responsibilities.

Employment, Salary and Benefits:

This is a nonexempt, hourly position. All hours worked must be accurately recorded, and overtime must be approved in advance and will be paid as required by applicable law.

This position has seasonal hours associated with our class offerings. We anticipate 28-32 hours/week during non-class times and up to 40 hours/week when classes are in session (Spring Classes - 10 weeks, Fall Classes - 10 weeks).

Typical work hours are from 8:30 am -1:30 pm M/W/F and 8:30 am – 3:00 pm T/Thurs. These hours may vary when classes are in session. Typical class day hours (Tuesdays) will operate from 10:30 am – 8:30 pm.

Office hours expected at 44 Glenn Road NW, Alexandria, MN 56308. Other hours will be spent off-site with our Transformational Ministry Program (Tuesday evenings), visiting churches (occasionally on Sundays), etc.

Salary: $18-$20/hour, dependent on relevant education and experience.

Benefits include paid holidays and employees PTO based on years of service. A monthly contribution to a company approved supplemental insurance program (after 90 days of employment). All PTO is administered in accordance with Love INC policy and includes leave qualifying under Minnesota's Earned Sick and Safe Time law.

To apply, please submit resume and cover letter to Aaron Feltman, director@loveincdouglas.org.

This position will remain open until filled.

Love INC of Douglas County Lakes Area is a Christian religious nonprofit organization. Consistent with applicable law, Love INC considers religious commitment and alignment with its statement of faith when making employment decisions. Love INC otherwise provides equal employment opportunity in accordance with applicable federal and Minnesota law and makes reasonable accommodations as required by law. .

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by Love INC employees assigned to this classification. They are not an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.