



# JOB DESCRIPTION

## Job Title: Connection Center Coordinator

### Mission Statement:

*Serving with local churches to transform lives in Lewis County in the Name of Christ.*

#### Purpose:

- Promote the mission of Love Inc in our community.
- Provide spiritual leadership and prayer support by exhibiting spiritual maturity, and integrity and fostering commitment to Love Inc.
- Train, Supervise, Mentor and Guide the volunteer staff during the daily operations of the Connection Center.
- Coordinate requests with available resources through a network of community partners including the churches.
- Build healthy relationships with our neighbors in need, churches, local community organizations.

#### Responsibilities:

- **Connection Center Duties:** Take phone calls, complete neighbors-in-need intake forms, verify information. Call references, landlords, utility company etc., schedule neighbors-in-need for classes if needed/required. Prayerfully consider applications to make appropriate decisions regarding outcomes.
- Offer prayer to each caller. Email our prayer team with prayer requests each week.
- Approved Benevolence Assistant and submit requests/pledges to be paid to the bookkeeper.
- Provide initial training and on-the-job coaching for intake volunteers.
- Keep an accurate daily log of intake activities.
- Schedule and issue gas, propane, laundry, food vouchers etc., at the office location.
- Contact local churches, and/or other organizations including the Twin City Rotary, for benevolence commitments for neighbors-in-need/individuals, as needed.
- Schedule all Connection Center volunteers and provide working supervision of their activities.
- Recruit, cultivate, and nurture relationships with volunteers.
- Provide referrals to other community agencies or network partners when the requested help is outside the scope of the Love Inc ministry.
- Gather and prepare information for monthly/quarterly/annual Connection Center Coordinator reports (CCCR). Include volunteer hours in report.
- Prepare quarterly and annual reports (CCCR) for National Love Inc.
- Write monthly neighbors-in-need love stories, assist with content for the newsletters, and other information, as needed.
- Oversee and maintain/update the database for neighbors-in-need/individuals.
- Offer spiritual support and prayer to neighbors-in-need/individuals/volunteers.
- Assist with fundraising events.
- Assist the Executive Director as needed.

**Hours and Compensation:** 12-20 hours per week Tuesday-Thursday 9am – 2pm, starting at \$18.00 per hour. Rate increase following a 90-day review.

**To Apply:** Send resume to Melodee Bailey, Executive Director, at [exec.director@loveincoflewiscounty.org](mailto:exec.director@loveincoflewiscounty.org) or [exec.loveinclc@gmail.com](mailto:exec.loveinclc@gmail.com)