

**Job Description for
Necessities for Neighbors/Development Coordinator
Charis Ministry Partners April 16, 2024**

I. GENERAL

Charis Ministry Partners, a partnership of area ELCA (Evangelical Lutheran Church in America) churches in the Sioux Falls area, is seeking a person who will serve as the Necessities for Neighbors/Development Coordinator. The position will require 20 hours per week, including two evening distributions per month, and availability for phone calls and emails throughout the month. The Necessities for Neighbors Coordinator/Development Coordinator shall be an *ex officio* member of the Charis Ministry Partners Board of Directors and reports to the Board. An office at East Side Lutheran Church is shared with the Food to You Coordinator. The use of a computer and an email account will be provided. The Necessities for Neighbors Coordinator/Development Coordinator may work remotely at his or her discretion, except for the required distributions.

II. REQUIREMENTS

The Necessities for Neighbors Coordinator/Development Coordinator would ideally have experience and/or education in church or non-profit work. He or she will have excellent interpersonal, organizational and record keeping skills; will be able to plan, prioritize and manage multiple tasks; will be self-motivated; will be able to work cooperatively in a team environment; will have good computer skills; will maintain confidentiality; will maintain a positive and faith-filled attitude; will act professionally; will support the ministry of Charis Ministry Partners and its Board.

III. NECESSITIES FOR NEIGHBORS (N4N) COORDINATOR 5-10 hours/week

Necessities for Neighbors Volunteers – N4N Coordinator will:

- Schedule and maintain an annual calendar of volunteer groups (and individuals as necessary) for the Necessities for Neighbors distributions each month. This will involve casting a wide net of communication and building relationships to continue growing the groups who serve, making use of regular volunteers in leadership/anchor positions, and encouraging newcomers.
- Arranging and tending to both the physical set up of the distributions and the time schedule in order to make it possible and easy for volunteers to become involved in meaningful and useful ways to make the distributions happen in an efficient and hospitable manner.
- Orient and train the volunteers in a welcoming way with attention to building a sense of caring and cooperation with each other and the guests who will be served. This training will make it possible and easy for volunteers to take part in meaningful ways with attention to relating to the guests as well as distributing the items in a generous and fair manner.
- Thank each group in an email for their participation and thank all volunteers personally as part of the debriefing at the end of the distribution. The Necessities for Neighbors Coordinator will provide affirmation to those who come to help, as well as education and inspiration in understanding and addressing the basic needs of people in our community.

Necessities for Neighbors supplies – The N4N Coordinator will:

- Ensure the ordering of supplies, working within the budget parameters set by the Charis Ministry Board. This will involve estimating, as well as possible, the amount needed to serve at each distribution.
- Arrange for the transportation of these items to the distribution site each week. This includes arranging for a truck driver, supervising that person, and the schedule and means for unloading.

- Arrange for the transportation of items needed from storage at distribution locations for each distribution on or near the day of the distribution. Generally this will involve recruiting and working with one or more volunteers and arranging for use of a vehicle for this purpose.
- Work with volunteer groups (and sometimes individuals) to arrange for collection and delivery of donated items for the distributions.
- Manage the storage areas in order that the needs of the distributions are served and the storage area is kept according to the wishes of each storage location. Attention will need to be given to proper storage of items and amounts on hand for use as needed for back-up for distributions.
- Prepare all signage, cards, information, and other supplies needed for each distribution. The East Side Lutheran Church office is available for this purpose. Some supplies will need to be purchased by the N4N Coordinator and reimbursed.

Necessities for Neighbors reports, records, & finances – The N4N Coordinator will:

- Keep records of volunteer groups who served, items distributed, and guests for each distribution. A summary report of each distribution will be prepared and shared with the volunteer group that served and the Charis Ministry Partner Board as requested.
- Use and maintain an email account and laptop computer with files for Necessities for Neighbors business. This may be used for entering guest data for the distributions and other record keeping. The Coordinator will be in charge of this process.

IV. CHARIS MINISTRY PARTNERS DEVELOPMENT COORDINATOR 10-15 hours/week

Within the first 3-6 months, the Development Coordinator will begin to work together with the Charis Ministry Partners Board on the following:

Development - The Development Coordinator will:

- Find and apply for grants appropriate to the ministry of Charis Ministry Partners.
- Deposit and describe donations, pass on bills, and make appropriate reimbursement requests to the Charis Ministry Partners Treasurer.
- Write and send thank you notes or letters either by email or regular mail for all personal or special donations to Charis Ministry Partners. Discretion is encouraged for the thank you process.
- On occasion speak to church groups, businesses, service organizations, or otherwise publicize or promote Charis Ministry Partners as well as recruit new groups for volunteering.

Communication - The Development Coordinator will:

- Work with the volunteer website manager to maintain charissf.org website with up-to-date, attractive and accurate information.
- Social media management for Charis Ministry Partners
- Take care of other duties as assigned by the Charis Ministry Partners Board.

V. SALARY AND BENEFITS

- 20 hours per week
- \$22/hour
- \$30/month for phone use
- W2 issued by Peace Lutheran
- Mileage reimbursement for personal vehicle use of \$.50 per mile
- 3 weeks vacation
- Allowed to find substitute for 2 distributions per year