

Hope Community Church Job Description

Community Impact Coordinator- Community Impact Team

Position Results Description

Role for:

Serves on: Central Community Impact Team

Reports to: Executive Director of Community Impact

Collaborates closely with: Community Impact Teammates, Community Partners, Campus and Area Pastors

Status: Full-time

Role Description: A key contributor to the success of the Community Impact Team vision and strategy, managing communication and the workflow processes necessary for effectively partnering with community organizations, ensuring that staff and volunteer team members feel equipped and empowered to think and live like missionaries where they live, learn, work, and play.

Key Result Area: Execute a development plan that equips and empowers our church to live like missionaries in the areas where they have relational capacity or calling.

- In collaboration with all Community Impact teams, ensure that all volunteers are equipped with effective onboarding and ongoing ministry training that is vision-based and role-specific.
- Incorporate proven evaluative tools into volunteer development that encourage individuals to better understand unique gifting, skills, and strengths.
- Provide resources that equip volunteers to carry out the work of the ministry.
- Empower volunteers with vision and resources to activate, equip, and empower others to meet the needs in their communities for the sake of the Gospel.

Key Result Area: Provide management and oversight of new community impact initiatives until a focused leader is established. At the time of this role description, this includes:

- *Love Your School*
 - o In collaboration with the Adult Ministry Team, mobilize a strategy for establishing LYS Groups as missional small groups.
 - o Build trust by establishing relationships within our strategic partner schools and making quick connections to Hope mission partners that live in proximity to each school.
 - o Beginning with our Strategic Partner Schools, equip and empower a key volunteer who will serve as the 'Champion' at each school.
 - o Develop and execute a plan for equipping and empowering other churches and/or faith-based organizations to 'love a school.'
 - o Work alongside the Communications Team to develop tools and strategies for campuses and LYS groups that streamline their ability to love their schools.

Key Result Area: Provide support to the Community Impact Team in the areas of:

- *Weekly communication that helps the team maintain its unity and focus on goals and measurables.*

- o Provide consistent and regular inter-team communication including meeting notes and progress updates.
 - o Follow-up/provide a timely response for all general community impact inquiries from outside parties.
 - o Provide monthly communication with team leaders (staff and volunteers).
 - o Leverage social media to make the vision of the Community Impact Team visual.
 - o Increase team success by leveraging Microsoft Teams as a tool for effectiveness and efficiency.
- *Maintaining calendars that move the team to stay focused on leveraging community rhythms and our resources to make the Gospel known locally and globally.*
 - o Maintain an inter-team calendar that includes dates and deadlines for each nuance of the Community Impact Team.
 - o Have a working knowledge of community and family rhythms that can be leveraged for overall community impact.
 - o Represent the Community Impact Team in the churchwide calendaring process, from yearly calendaring meetings through the need for revisions or adjustments.
 - o Handle all necessary promotional and facility requests for initiatives and events.
- *Reporting that helps team leaders track progress in achieving annual goals.*
 - o Maintain dashboards that measure success points and elevate celebrations that make the community impact vision visual.
 - o Leverage Touchpoint to effectively evaluate ministry initiatives and communicate metrics to the team and to the leadership of the church on a weekly, monthly, and annual basis.
 - o Gather and maintain the monthly ministry report details for our team to share with the elders.

Regular Duties and Responsibilities:

- Keep communication high with relevant Hope teams and community partners.
- Attend collaborative meetings and conversations around community impact initiatives.
- Field questions and make connections to resources in response to community needs.
- Be present when and where possible as it pertains to campus expressions of community impact initiatives.
- Respond to requests from the community in a timely manner.
- Follow up with partners regularly to evaluate effectiveness.
- Maintain reports and tools for team effectiveness.
- Attend calendar meetings and other relevant team/project management meetings as events are being planned.
- Prioritize staff meetings and Community Impact Team meetings.

Skills and Abilities Preferred:

- Self-motivated and consistent at meeting deadlines and hitting goals
- Strong communication and collaboration skills
- Strong interpersonal, relational skills with teammates and community partners
- Strong organizational skills with ability to empower others when necessary
- Ability to set short-term goals for long-range wins
- Ability to improvise when plans are compromised
- Strong understanding of servant-leadership

Physical Requirements:

- Ability to lift at least 25 lbs. on a regular basis
- Regularly required to sit or stand, reach, and move about the facility

Education and Experience:

- Bachelor's degree or equivalent
- Sufficient experience in connecting with community organizations
- Demonstrated project management skills
- Working knowledge of Microsoft Office/Teams preferred