

**Family Promise Congregational Relations Coordinator:
20 hours per week (Part – Time, Temporary – Until end of June
2019)**

Position is grant funded

Objective

To recruit additional Host and Support congregations to allow for a full rotation at 13 weeks. Create long-term sustainability plan amongst congregations to further the mission of Family Promise of Northern Kentucky.

Reports to: Executive Director

Direct Reports: This position has no direct reports

Responsibilities of the position:

1. To build relationships with congregations of all denominations, sharing the mission of Family Promise of Northern Kentucky.
2. Attends all relevant meetings to position, i.e. bi-monthly Church Coordinator meetings, monthly Ministerial meetings, monthly staff meetings and other meetings on an as needed basis. Implement action concurrent with meetings.
3. Chair the Church Recruitment Committee.
 - Identify current volunteers and future volunteers of Family Promise to serve as committee members.
 - Assign committee members tasks to reach sustainable goals.
4. Keeps accurate and up to date files, collects all needed data for reporting.
5. Develops best practice for recruitment of Host and Support congregations.
 - Updating and maintaining appropriate welcome packet and onboarding materials.
6. Develops best practice for sustainment of Host and Support congregations.
 - Create pathways to consistent communication with all Host and Support congregations.
7. Work with current Family Promise of Northern Kentucky staff to onboard new congregations and establish volunteer training sessions.
8. Other duties as related to this position as requested by the supervisor.