



Job Description

Title: Church Engagement Coordinator

Qualifications: Must possess a vibrant personal relationship with Jesus Christ and agree with the Joni and Friends statement of faith. Desire to serve in a growing and dynamic Christian service ministry. Passion for people affected by disability and scriptural knowledge related to God's heart for those people who are marginalized. A good working knowledge of volunteer management, church operations, denominational distinctive, and clergy activities & responsibilities. Must be a self-starter and initiator, flexible in serving the objectives and goals of the Area Ministry and Joni and Friends overall. Able to support and integrate with other local field offices and home office departments. Capable of working well as a team player and committed to professionalism and respect in interactions with co-workers and people served by the ministry. Effective and diplomatic communication skills, both verbal and written. Must be reliable, cooperative, and exhibit enthusiasm. Must be available to travel; working occasional evenings and weekends. Proficient in Microsoft Office applications required.

Status: 20 Hours Part-time, Non-Exempt

Reports to: Area Director

Salary Range: Commensurate with experience

Education: Bachelor's degree preferred, Associates degree considered with three years of related experience

Duties: Under the Area Director's supervision, the coordinator will advance and accelerate evangelism and discipleship to those affected by disability through specific responsibilities which include but are not limited to:

- Build Luke 14 awareness, breadth, and integration among churches.
- Engage and build relationships with churches which fosters dialogue and builds movement toward an often unreached or forgotten population.
- Work together with churches and organizations to help move toward action, creating, and executing strategically located events in their community.
- Collaborate with the Church Engagement Manager to coach, train and equip churches and organizations.
- Provide consistent and clear communications through various electronic communication systems to individuals, churches, and the network group.

- Represent Joni and Friends as an advocate for disability in the community and Church.
- Build a team of volunteers to help with

Ministry Life:

As a ministry, Joni and Friends strives to exemplify Jesus Christ and bring Glory to God in all we say and do. To that end, employment at Joni and Friends is to be taken seriously as one who is not simply considering employment but committing to the core mission of the organization to fulfill the biblical mandate of inclusion of those with disabilities into the full-life of the church. All employees of Joni and Friends participate in its ministry wide prayer life, leadership training and other general staff training that may take place from time to time.

Below outlines the vision, mission, values and pillars of Joni and Friends:

VISION: *“To accelerate Christian ministry in the disability community.”*

MISSION: *“To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities.”*

VALUES:

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

FOUR PILLARS OF MINISTRY:

1. Lead Like Jesus*
2. Integration
3. Excellence in area of expertise
4. Best Christian Workplace

Enhancing Leadership Development and Volunteerism. For disability ministry within the church and Joni and Friends

- In partnership with local church leadership and our volunteer Equipping Team, identify and nurture disability ministry leadership at local churches
- Recruit and include people with disabilities to use their God-given skills and abilities in ministry and to serve in leadership roles when appropriate
- Increase number of leadership churches who help other churches to begin or grow a disability ministry that compels people with disabilities to fully belong
- Engage and promote Joni and Friends ministry programs and *Beyond Suffering for Christian Leaders*
- Volunteer development at the church level and within the community. Increase the number of new volunteers, Train Volunteers and leaders
- In collaboration with the Program Manager, increase Chair Corp participation

Advance Stewardship

- Track church engagement through Salesforce database and generate required reports
- Integrate with home office Church Engagement Department and other Church Engagement positions to develop, promote, and incorporate the use of relevant “best practices.”
- Support donor ministry and fundraising by representing ministry well to donors and churches who support the ministry. Thank (over phone and written) and pray for/with donors. Attract and refer to Area Director prospective donors.

** Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a “Best Christian Workplace” according to surveys by the Best Christian Workplace Institute (BCWI).*

Please submit a resume with cover letter to
employment@joniandfriends.org.

In your cover letter, please include how you learned of this job posting.

No phone calls, please.