

## **Connection Center Coordinator**

**Love INC Mission Statement:** Mobilize local churches to transform lives and communities in the Name of Christ.

### **Purpose:**

- Mentor and give direction to the volunteer staff during the daily operations of the Connection Center.
- Receive the initial request for assistance and screen the applicant for eligibility.
- Coordinate requests with available resources through a network of community partners.
- Promote the mission of Love INC.

### **Responsibilities:**

- Connection Center Duties: Take phone calls, complete neighbors-in-need intake forms, verify information, and schedule neighbors-in-need for classes if needed/required. Prayerfully consider applications to make appropriate decisions regarding outcomes.
- Keep an accurate daily log of intake activities.
- Submit requests for benevolence payments as needed.
- Provide initial training and on-the-job coaching for intake volunteers.
- Meet with neighbors in need/individuals as needed, distributing gas and food vouchers etc., at the office location.
- Contact local churches, and/or other organizations including the Chehalis 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.
- Prepare information for monthly Connection Center coordinator reports.
- Prepare quarterly and annual reports for National Love INC.
- Prepare and submit promptly all required reports for the board.
- Assist with content for the newsletters, monthly neighbors-in-need stories, and other information, as needed.
- Oversee and maintain the database for neighbors-in-need/individuals.
- Offer spiritual support and prayer to neighbors-in-need/individuals/volunteers.

- Provide spiritual leadership and prayer support by exhibiting spiritual maturity, and integrity and fostering commitment to Love INC.
- Assist with fundraising events.
- Assist the Executive Director as needed.

**Hours and Compensation:** 20 hours per week Monday through Thursday 9am – 2pm, starting at \$16.66 per hour. Possible rate increase following a 90-day review.

**To Apply:** Send resume and cover letter to Melodee Bailey, Executive Director, at [exec.director@loveincoflewiscounty.org](mailto:exec.director@loveincoflewiscounty.org)