



Project Renew Position Description

Title: Programs Coordinator

Reports to: Director of Project Renew

Revised as of: August 2022

Function – To help facilitate all Project Renew Programs and to provide leadership to our local (Denver) peacemaking efforts and to facilitate communication for volunteer and creative service opportunities.

Candidate Profile – We are seeking a candidate who is passionate about engaging social injustice through peacemaking by mobilizing volunteers toward a thoughtful and creative action through church to non-profit partnerships. They must possess an eagerness to lead and recruit volunteer teams while also manage the details related to the oversight of multiple initiatives and partnerships. This individual must also be motivated to create and maintain processes for communicating needs, recruiting volunteers, and telling stories about everyday peacemaking.

Responsibilities

- Facilitate meetings and teams with Project Renew staff and volunteers for programs including learning immersions, local partnerships, and other various initiatives.
- Lead and support key volunteers who work with our local partnerships and communication support for our international partners.
- Lead and facilitate communication about all PR programs (including serving opportunities, learning experiences, and stories) to the DCC community as well as supporters and volunteers outside DCC
- Support *Service Journey* leaders with their team leadership, logistics, training and communication needs before, during, and after each short-term trip.
- Facilitate logistics for DCC service journeys which includes overseeing fundraising updates, travel logistics, managing budget, and assist volunteer leaders with their team preparation.
- Create and Manage Project Renew related communication; monthly communication to donors, partners and to the DCC community, meeting management and minutes, team communication, etc.
- Support Project Renew with budget management, internal purchase orders, check requests, and other financial logistics.
- Help plan and lead local immersion experiences on topics such as homelessness, immigration, and other important social issues.
- Plan and execute leadership training and volunteer development trainings for project Renew teams at DCC.
- Manage communication between mission partners and the DCC faith community via email, our website, newsletters and other story-telling platforms.
- Able to refine and sharpen standard processes for Project Renew activities such as online signups, volunteer recruitment, and team training.
- Perform additional duties as assigned by manager



PROJECT RENEW

Qualifications

- A follower of Jesus
- Affirms the Apostles Creed
- Participant on the Ministry Team
- Passionate about creating experiences that facilitate both personal and social transformation.
- Intentionally pursues vulnerable, authentic community
- Self-management revealing genuine service
- High level of organization and follow through
- Anticipates future needs and works to meet them
- Ability to manage/prioritize multiple tasks and ministry areas concurrently
- Supportive and faithful to those within DCC Leadership and community
- Maintains a healthy sense of humor
- Excellent written and oral communication skills
- Intermediate computer skills such as Microsoft Office, Publisher, PowerPoint, etc.
- Ability to interact well with people in the office environment through correspondence and various levels of communication
- Willing to take the initiative to get things done

Experience

- Education: Bachelors degree or equivalent experience preferred
- General: Leadership Development; Recruiting, Equipping, Releasing, and Managing Volunteer Teams; Project Management; Administrative Support
- Cross-cultural experience in service or mission is preferred

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Acknowledgement:

I acknowledge that I have received a copy of this job description and that it is my responsibility to read and understand it. I certify that this current job description accurately describes the primary duties of my job as I am to perform it. If I have any questions about this job description or my job duties at any time during my employment, I understand that I should ask my Manager.

Printed Employee Name

Date

Employee Signature