



Feeding hope. Changing lives.

Church Relations Coordinator Job Description

Department: Programs
Branch: Church Relations
Location: 601 East Hastings Street
Reports to: Manager, Church Relations

Job Summary:

The Church Relations Coordinator will provide support and coordination in the Church Relations Branch. This will include liaising with and cultivating strategic volunteers from churches (pastors, youth groups, Christian leaders, Christian organizations and possibly schools), as well as assisting in developing curriculum and print material to be used for education purposes and resourcing to church operated programming. They will assist in coordinating seminars, events, and speaking engagements, ensure distribution of CR resource materials, and lead facility tours and workshops. They will liaise with Creative Services, Volunteer Resources and Resource Development to assist in the development and coordination of materials and projects for CR and collaborative projects. They will strive to work alongside churches and pastors with a ministry approach that is consistent with Union Gospel Mission's Vision and Core values.

Main Duties and Responsibilities:

- Model Christ in Word and Deed

Administration and Support - 40%

- Update and distribute CR materials to churches.
- Assist in coordinating of special events, including Missions Fest, seminars, and collaboration projects with churches and para-church organizations.
- Coordination of tours and workshops for schools and church groups (youth, missions) in partnership with Volunteer Resources.
- Compile and write quarterly ministry CR updates.
- Administration of CR contracts (churches, pastors, youth groups) in Raisers Edge/ Sales Force database as required.
- Work with and visit church partners that are offering community meals to assist in making referrals and offer connections for their guest.

CR Program Development and liaison other UGM departments - 40%

- Participate in vision and program development with management.
- Assist the CR team in dialogue with local churches in researching current and future programs.
- Liaising with churches, pastors, youth groups, Christian leaders, Christian organizations and Christian schools.
- Coordinate with church groups (youth, missions) regarding presentations, speaking engagements, tours and volunteer opportunities.
- Liaise with other UGM branches/departments (Creative Services, Volunteer Resources and Resource Development) to assist in the development, coordination of materials and projects for CR.
- Lead facility tours for pastors, churches, etc.
- Connect with and attend church operated programming that support people experiencing poverty, food insecurity, homelessness, and addiction.
- Connect church operated programs with resources and others that are doing like minded work.

Strategic Volunteer Support and Opportunities - 20%

Church Relations Coordinator
September 2021

- Partner with Volunteer Resources to process and on-board strategic volunteers that come through CR.
- Assist in the development of resource materials for churches, strategic volunteer opportunities and internships.

General

- Adhere to all UGM published policies, practices and procedures, including Occupational Health and Safety.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Agreement with UGM's Mission Statement (see www.ugm.ca) and Statement of Faith.
- A vibrant and growing relationship with Jesus Christ our Creator, as Saviour and Lord.
- BA or diploma in Christian Studies, or equivalent experience, is an asset.
- Not-for-profit Christian ministry experience and an understanding of Church culture is required.
- Other combinations of lived experience and education may be considered.
- Ability to work independently and with churches, missions, agencies and UGM department teams in a project environment.
- Strong interpersonal skills, including the ability to organize, interact, influence, and negotiate effectively with management and peers.
- Excellent time management skills.
- Excellent English skills (verbal, reading and writing).
- Fluency in Mandarin and/or Cantonese considered an asset.
- Graphic design background and/or social media marketing experience considered an asset.
- Copy writing skills considered an asset.
- Intermediate to advanced computer skills (Excel, Word).
- Valid Class 5 drivers' license required.
- Proven ability to model responsible work habits, effective servant-leadership and stewardship.
- Demonstrated ability to deal with highly sensitive and confidential material and situations.
- Diplomatic and tactful, with a strong ethical character.
- Strategic thinking capacity is an asset.

Behavioural Competencies:

- **Christ-Likeness (Level 2):** Demonstrate the love of Christ in word and deed by living out the values of the Gospel.
- **Collaboration and Network Building (Level 3):** Identify and create external and interdepartmental interdisciplinary networks to support service delivery and achieve organizational objectives.
- **Creativity and Innovation (Level 2):** Use innovative and creative evidence-based practices to initiate effective ways of working and understanding by translating research into practice.
- **Continuous Learning (Level 3)** Identify and pursue opportunities to enhance professional performance and development in effective program delivery and excellent service.
- **Delivering Results (Level 3)** Remain self-motivated and focused until the best possible results are achieved, with passion and persistence despite obstacles, resistance, and setbacks.
- **Effective Communication (Level 3):** Provide verbal and written communication that builds trust, respect, and credibility, and includes active listening skills and non-verbal communication.
- **Interpersonal Rapport/Savvy (Level 3):** Establish and maintain relationships with others based on mutual respect, trust, sensitivity, transparency, empathy, compassion, tact, and diplomacy.
- **Organizational Awareness/Stewardship (Level 3):** Emphasize the need to act as one organization by aligning all actions with UGM's vision, mission, values, structure, and policies.
- **Planning and Organizing (Level 3):** Identify and prioritize tasks, develop and implement plans, evaluate outcomes, and adjust activities to achieve objectives.
- **Teamwork and Cooperation (Level 2):** Work collaboratively and productively across the organization to achieve common goals, while demonstrating respect, cooperation, collaboration, and

consensus-building.

Working Conditions:

- **Work Location**
Work is generally performed indoors within an office environment, with standard office equipment available.
- **Physical Requirements**
Work is generally sedentary in nature, but may require standing, walking or reaching for up to 10% of the time. Employee is required to look at a computer screen and use a keyboard for up to 90% of the time.
- **Work Conditions**
Working environment is generally favorable. Lighting and temperature are adequate. Work is performed amid normal conditions of dust, odors, fumes, and noises. Occasional environmental exposures to cold, heat, and water. This position is required to work in an environment where there are often clients in crisis situations brought about by diverse problems. The ability to function independently and manage multiple concurrent tasks is an ongoing expectation of this position.
- **Hours of Work**
This position works a day shift. Some weekend or evening work may be required. Moderate overtime may be required. Working on statutory holidays may be required.
- **Hazards**
Job requires occasional interaction with members of the public who may be upset, abusive, and/or violent. Employees at UGM may be exposed to environmental hazards such as bodily fluids or bed bugs.
- **Other**
Due to the nature of the job, and our commitment to a safe environment, the candidate is subject to a criminal record check and must submit a current Driver's Abstract.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

Employee's Signature: _____

Name: _____ **Date:** _____

Supervisor's Signature: _____

Name: _____ **Date:** _____

