



JOB DESCRIPTION

Title: Church Relations Coordinator

Qualifications: Vibrant relationship with Jesus Christ and affirmation of Joni and Friends' mission and statement of faith. Desire to serve in a growing and dynamic Christian service ministry. Heart for people affected by disability and scriptural knowledge related to God's heart for those people with special needs. A good working knowledge of churches, church operations, denominational distinctives, clergy activities, and responsibilities. Ability to work with and be sensitive to the variety of church doctrinal and cultural distinctives. Ability to effectively interact, network and make connections in the church and disability community. Self starter, motivator and manager with workshop development, training and group facilitation skills. A team player with strong interpersonal skills. Flexible and able to think outside the box. Experienced in implementing and fulfilling organizational, program and project objectives. Ability to multi-task and to give attention to detail while administering major tasks, goals, and objectives. Takes direction well. Good writing, communication, and organizational skills required.

Ability to type 50 wpm and a working competency of Microsoft office programs and computer knowledge. Availability to work evenings and weekends. Driver's license and reliable transportation required for extensive travel in the Chicago region.

Status: Exempt, Full time

Reports to: Area Director

Salary Range: Salaried; Commensurate with experience and level of responsibility

Specific Work responsibilities include, but are not limited to the following:

1. Connect with churches and disability community by raising awareness about the Father's heart for disability ministry and the ministry of Joni and Friends Chicago through exhibiting and speaking at churches, schools and conferences.
2. Equip local churches in developing and maintaining ministry and outreach with people affected by disability using the Through the Roof Program. Plan, coordinate and execute initiatives such as the Midwest Disability Ministry Summit, Youth Training, Special Delivery Outreach and On a Roll for Jesus Children's Program.
3. Manage and expand the Chicago Church Network, a newly launched initiative to connect churches in the Chicagoland area with other churches who want to provide

mutual assistance and support for another. Formulate, facilitate and at times conduct trainings at the quarterly network workshops. Effectively use an online discussion board to encourage the collaboration of ideas and ministry between churches ; ; oversee community outreach events held by the network. Send out a quarterly network newsletter. The role of Joni and Friends is to meet with and connect more churches to the network, empower the churches to take increasing ownership of the network, and provide awareness, education and training, ministry curriculum and resources and ongoing support to all those involved.

4. Support the overall objectives of Joni and Friends and all programs, including Family Retreats and international outreaches to Ethiopia, facilitating church ministry partnerships.
5. Encouraging, extending and implementing church fundraising strategies and resources to financially support the Area Ministry.
6. Maintain and build relationships with and pray for current leaders in churches ministering with those affected by disabilities through verbal and written encouragement.
7. Keep those donors who support the ministry, before God in prayer and informed of the ministry God is doing to change people's lives and the ongoing needs of the ministry through verbal and written correspondence.
8. Assist in the effective functioning of the office by keeping a clean workspace and answering the telephone as needed. Record all appropriate ministry activity in office databases (ACT and IDMI).
9. Other tasks, projects and assignments as needed to fulfill the strategic objectives of Joni and Friends.