



## Job Description

<b>Title:</b>	<b>Domestic Family Retreat Coordinator, Area Ministries</b>
<b>Qualifications:</b>	Must have a vibrant personal relationship with Jesus Christ and agree with the Joni and Friends' statement of faith. Must be strong in: integration management of ideas and processes; interpersonal and networking skills; conflict resolution, team building, budgeting, planning and reporting. Candidate will possess the necessary skills to bridge relations between various departments of the ministry. Ability to manage special projects from inception to completion. Strong written and oral communication skills are a must; including experience in public speaking, multi-department communication, and team communication. Candidate must have the ability to thrive in a functionally integrated work environment and be action oriented.
<b>Education:</b>	Candidate must possess a combination of education and experience in ministry and management. A Bachelor's degree preferred. Disability experience preferred.
<b>Status:</b>	Full-time, Non-exempt
<b>Reports to:</b>	Vice President, Field Services
<b>Salary:</b>	Commensurate with experience

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Under the direction of the Vice President, manage and provide support and direction that seeks to accomplish the goals of the Joni and Friends Family Retreat Program. Oversee the development and onboarding of domestic Family Retreat Directors.

### Duties:

- **Oversee Domestic Family Retreat Operations**
  - Provide standardized schedules, Short Term Missionary training manuals, retreat Bible study and theme options, and resources
- **Facilitate training to ensure proper onboarding for new Family Retreat Directors**
  - Communicate policy updates with all Family Retreat Directors as needed
  - Update best practices, evaluation forms, Family Retreat guide, and FAQs documents as needed
  - Encourage, support, and contribute to the Family Retreat Director's professional development
  - Facilitate monthly Family Retreat Director conference calls
- **Collect CCLI and CVLI reports and renew license each year**

- Assist in Family Retreat budget process as needed, e.g. in the absence of Executive Director in an Area Ministry
- Collect stats and data for tracking, measuring growth, and for use in annual Board Reports and grant applications, etc.
- Collect Family Retreat dates, costs, and site information from each Area Ministry
  - Send information to Joni And Friends website manager to post; monitor and request website updates as needed (change of dates, costs, or venues)
  - Compile schedule for each year's dates
  - Distribute the PDF version of the Family Retreat schedule to: Development, Founder's Office, and Graphics
  - Post schedule on JAF Connect and The Vine
- Respond to general Family Retreat inquiries
- Send the ministry theme and logo to vendors for product design (T-shirts, lapel pins, bracelets, banners, coffee mugs, etc.)
  - Work with relevant IDC staff to choose the theme and color for the year
  - Collect shirt sizes and product quantities from each Area Ministry including International Family Retreat for bulk order
  - Have items shipped to the appropriate retreat site or Area Ministry
  - Process invoices and forward to accounting
- Assist in the training and set up the Luminate link for Short Term Missionary fundraising
- Oversee and manage the Protect My Ministry background check website and Application Manager platform, as it applies to Family Retreat and in collaboration with International Family Retreat Manger:
  - Run reports to and follow up with Family Retreat Directors regarding any alerts
  - Gather and compile Family Retreat reports (collect hard copies and pull data Family Retreat Application Manager)

Other assignments and responsibilities may apply as directed.

### **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

*\* 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).*