



## **JOB DESCRIPTION**

**POSITION TITLE:** Refugee Life Ministries Church Team Coordinator

**REPORTING RELATIONSHIPS:** RLM Program Director

**CONSULTING RELATIONSHIPS:** Volunteer RLM Development Director and Director of Arrival Services

**STATUS:** Full-time (40 hours per week)

**ARRIVE MINISTRIES (AM):** Is a faith-based organization, in community with the local Church, which seeks to see refugees and immigrants transformed economically, socially, and spiritually as we are transformed together by the Gospel. Refugee Life Ministries (RLM) is a program of AM which seeks to empower the church to walk alongside refugees with the love of Christ.

**JOB SUMMARY:** The Church Team Coordinator's primary role is to support RLM church teams and their team leaders as they walk-alongside a refugee family. The Church Team Coordinator provides initial trainings with a team and ongoing support of Team Leaders. The Church Team Coordinator works together with the RLM Leadership Team by networking and building relationships with the refugee community.

## **PRIMARY RESPONSIBILITIES**

### **Church Team Support**

- Schedule and lead interest meetings with interested church members, explaining the vision and commitment of walking alongside a refugee family.
- Meet with interested church leaders to share about the ministry and discuss opportunities for a church to get involved in refugee ministry.
- Provide leadership and mentorship for Team Leaders through regular communication and meetings.
- Lead initial trainings for RLM Teams before and after they have been connected with a refugee family.

### **Liaison between the AM Resettlement Program and Church Teams**

- Connect newly-arrived refugee families with church teams based on church location, cultural interests and needs of newly-arriving refugee families.
- Serve as a liaison between RLM teams and AM case managers.
- Notify teams of upcoming appointments for their refugee families and maintain communication with the case manager and team.
- Work with R&P case managers to identify refugee needs and issues and communicate them to partner church teams.

### **Building Connections with Refugee Community**

- Work with RLM Leadership Team in developing and fostering relationships with other community organizations and ministry workers who serve refugees in the Twin Cities.
- Work with the RLM Leadership Team and the ministry connections to identify potential connections between teams and families, according to the family's expressed needs and location, and the team's capacity and skills.



## **OTHER RESPONSIBILITIES**

### **Resource Development Support**

- Assist with research, development, and distribution of cultural and practical service resources to volunteers.
- Think creatively how to better support and empower volunteers

### **Communication Support**

- Assist with maintaining contacts with various databases and church tracking documents, as needed.
- Assist with writing RLM stories on occasion for written or electronic newsletters.

### **Events**

- Work together with the RLM Leadership Team to prepare, set up, and execute RLM events.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- Demonstrated relationship with Jesus Christ.
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct, and Arrive Ministries' Statement on Contextualization
- At least 2 years of cross-cultural experience
- Bachelor's degree in related field required
- Excellent cross-cultural and interpersonal communication skills
- Ability to speak and lead presentations with large groups of people well
- Strong leadership skills and ability to provide cultural, practical, and spiritual coaching to teams and team leaders
- Valid MN Driver's license with proof of insurance and good driving record

### **SPECIAL JOB REQUIREMENTS:**

Requires up to two evening trainings per week, and up to one Sunday morning per month.