

Church Mobilization Ministries Coordinator



Arrive Ministries is a faith-based organization seeking life transformation for refugees, immigrants, and the Church.

Job Summary: The CMM Coordinator mobilizes volunteers and connects them to our refugee and immigrant neighbors through various programs, including Refugee Life Ministries and Salem Arts Exchange Sewing.

Refugee Life Ministries (80%)

- Facilitate connections between RLM volunteers (individuals, families, teams) and refugees
- Lead Interest Meetings at area churches to recruit prospective volunteers
- Recruit, train, and provide ongoing support to volunteers. Onboard and manage volunteers throughout their commitment to Arrive Ministries
- Act as a liaison between Arrive Ministries Refugee Resettlement case managers and volunteers (i.e., work with volunteers to assess refugee needs, assist with appointments, and connect to community resources)
- Work with CMM Team to develop and foster relationships with other community organizations and ministry workers who serve refugees in the Twin Cities
- Network with the refugee community, assessing needs, and connecting eligible families / individuals with volunteers
- Offer training and events for active volunteers (in collaboration with other CMM staff)
- Assist with research, development, and distribution of practical, social, and spiritual resources for volunteers

Salem Arts Exchange Sewing (20%)

- Provide program oversight by working with various volunteer-led SAE teams (Story Team, Curriculum Team, Design Team)
- Recruit, onboard, and provide ongoing support to volunteers
- Oversee studio space, activities & events, and schedule
- Oversee product creation, inventory, and sales
- Work with CMM Team to expand SAE Sewing to other sites

Knowledge and Skills Required:

- Demonstrated relationship with Jesus Christ
- Entrepreneurial spirit and enjoyment of developing new ministry endeavors
- Strong leadership skills and ability to provide cultural, practical, and spiritual coaching to volunteers
- Public speaking ability for large group presentations
- Excellent time management, organization, and problem-solving abilities

- Able to speak, read, and write fluently in the English language
- Competency using computer applications for writing, record-keeping, and research
- 4-year college degree or work experience equivalent
- Valid MN Driver's license with proof of insurance and good driving record
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct

Additional Information:

- Reporting Relationship: Church Mobilization Ministries Director
- Status: Full-time (40 hours per week), with a typical workday schedule (8:30am-5pm)
- Flexibility in scheduling required to attend late evening and/or early morning appointments, late arrivals, training activities, and/or to address emergency needs.

March, 2021