

Good Neighbor Coordinator



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

Job Summary: The Good Neighbor Coordinator mobilizes individual volunteers and church teams and connects them to our refugee and immigrant neighbors.

Responsibilities:

- Facilitate connections between Good Neighbor volunteers (individuals, families, teams) and refugees
- Lead Interest Meetings at area churches to recruit prospective volunteers
- Recruit, train, and provide ongoing support to Good Neighbor 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 the Good Neighbor Program 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 Good Neighbor program staff)
- Assist with research, development, and distribution of practical, social, and spiritual resources for volunteers

Knowledge and Skills Required:

- Demonstrated relationship with Jesus Christ
- 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: Good Neighbor Program Director
- Status: Full-time (40 hours per week), with a typical workday schedule (8:30 am-5 pm)
- Flexibility in scheduling required to attend late evening and/or early morning appointments, late arrivals, training activities, and/or to address emergency needs.

April 2022