# Empowerment Programs Volunteer Coordinator

**Arrive Ministries** is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

**Job Summary:** The Empowerment Programs Volunteer Coordinator mobilizes volunteers and connects them to our refugee and immigrant neighbors through our Empowerment Programs, including education volunteers and employment support volunteers. This role also coordinates events, provides training for churches and volunteers, and develops resources for volunteers, working closely with Church Engagement and Empowerment teams.

**Hours:** Full-time, 40 hours per week

**Starting pay range:** $22.50-$24 per hour, depending on qualifications

**Benefits:** Medical, Dental, HSA, Life Insurance, Long-term Disability, 403b Retirement, Accident Insurance, Paid Time Off, Holiday Pay

**Responsibilities:**

*Volunteer Coordination for Empowerment Programs (70%)*

- Recruit, train, and provide ongoing support to volunteers to support Empowerment programs
- Lead AM info sessions online and in person at churches to recruit prospective volunteers
- Track volunteer and church connection data and other measures in Dynamics Database to meet program requirements
- Process and screen client requests and volunteer applications for Empowerment volunteer programming (i.e. Homework Help and Adult English Tutoring programs)
- Collaborate with other Empowerment Team staff and AM site staff to strategize volunteer and client connections, filling teacher and classroom aide needs for classes and workshops
- Work closely with Director of Empowerment to explore and develop new volunteer opportunities

*Church Engagement & Resource Development (30%)*

- Collaborate with Good Neighbor staff and Church Mobilization team on engaging with churches, exploring new initiatives and developing new resources
- Coordinate research, development, and distribution of practical, social, and spiritual resources for volunteers
- Coordinate, teach, and grow Classes for Churches programming

- Coordinate events, including speakers, resources, and presentations, in collaboration with Church Mobilization team

**Knowledge and Skills:**

*Required:*

- Bachelor's degree or equivalent work experience
- Strong leadership skills and ability to provide cultural, practical, and spiritual coaching to volunteers
- Detail-oriented, with the ability to manage multiple tasks simultaneously
- Ability to take initiative and work both independently and collaboratively
- Excellent time management, organization, and problem-solving abilities
- One or more years of cross-cultural experience
- Advanced computer proficiency, including database management
- Valid MN Driver's license with proof of insurance and good driving record
- Demonstrated relationship with Jesus
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct

*Preferred:*

- One or more years' experience coordinating, recruiting and supporting volunteer programs
- Background in or experience with employment services, adult education or workforce development programming

**Additional Information:**

- Reporting Relationship: Director of Empowerment
- Full-time (40 hours per week)
- Typical office hours Monday – Friday, 8:30am-5pm, with flexibility in scheduling required for evening (2x per week maximum) and weekend (1x per month) trainings and connections