

Church Relations Coordinator

Job Description

Department: Programs

Branch: Church Relations

Location: 601 East Hastings Street

Reports to: Manager, Church Relations

**Job Summary:**   
The Church Relations Coordinator will provide support and assistance in the Church Relations Branch. This will include: administrative support, liaising with churches, pastors, Christian leaders, Christian organizations, youth groups, and possibly schools. Cultivating strategic volunteers and communication within churches in the areas of poverty, homelessness, and addiction will be one of the primary functions of your role. You will liaise within UGM - Creative Services, Volunteer Services and Principal & Legacy Giving (Resource Development). You will assist in coordinating seminars, events, and speaking engagements, ensure distribution of CR resource materials, lead/facilitate workshops, and conduct UGM onsite tours where applicable. You will strive to work alongside churches, laity, and pastors with a ministry approach that is consistent with Union Gospel Mission’s Vision and Core values.

**Main Duties and Responsibilities:**

**Administration and Support – 40%**

* Update and distribute CR materials to churches.
* Assist in coordinating of special events, including Missions Fest, online seminars, and collaboration projects with churches and para-church organizations.
* Work alongside other CR colleagues in collegial ways of support through administration, the Transforming Communities Grant (TCG) program, and special projects. Strong administrative follow-up skills are crucial.
* Compile and write quarterly ministry CR updates, tracking and recording KPI’s.
* Administration of CR contacts (churches, pastors, youth groups) in Sales Force / MS Teams database as required.
* Work with and visit church partners that are offering community meals to assist in making referrals and offer connections for their guest.
* Coordination of tours and workshops for schools and church groups (youth, missions) in partnership with Volunteer Resources as restrictions open.

**Strategic Volunteer Support and Opportunities – 40%**

* Assist in pairing church congregants to strategic volunteer opportunities. Helping congregations cultivate volunteer opportunities within their congregations in the areas of poverty, homelessness, and addiction.
* Partner with Volunteer Resources to process and on-board strategic volunteers that come through CR.
* Assist in the development of resource materials for churches, strategic volunteer opportunities and internships.
* Visit churches and church ministries, such as meals to the community, to assist in their ministries as a community outreach expert and to cultivate new strategic volunteers.

**CR Program Development and liaison other UGM departments – 20%**

* Participate in vision and program development with management.
* Assist the CR team in dialogue with local churches in researching current and future programs.
* Liaising with churches, pastors, youth groups, Christian leaders, Christian organizations and Christian schools.
* Coordinate with church groups (youth, missions) regarding presentations, speaking engagements, tours and volunteer opportunities.
* Liaise with other UGM branches/departments (Creative Services, Volunteer Resources and Resource Development) to assist in the development, coordination of materials and projects for CR.
* Lead facility tours for pastors, churches, etc.
* Work collaboratively with Men’s Recovery and Women & Families Outreach in assisting with and liaising between congregations and residences.

**General**

* Adhere to all UGM published policies, practices and procedures, including Occupational Health and Safety.
* Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

* Agreement with UGM’s Mission Statement (see www.ugm.ca) and Statement of Faith.
* A vibrant and growing relationship with Jesus Christ our Creator, as Saviour and Lord
* BA or diploma in Christian Studies, or equivalent experience, is an asset.
* Not-for-profit Christian ministry experience and an understanding of Church culture is required.
* Other combinations of lived experience and educ ation may be considered.
* Ability to work independently and with churches, missions, agencies and UGM department teams in a project environment.
* Strong interpersonal skills, including the ability to organize, interact, influence, and negotiate effectively with management and peers.
* Excellent time management skills.
* Excellent English skills (verbal, reading and writing).
* Fluency in Mandarin and/or Cantonese considered an asset.
* Graphic design background and/or social media marketing experience considered an asset.
* Intermediate to advanced computer skills (Excel, Word).
* Valid Class 5 drivers’ license required.
* Proven ability to model responsible work habits, effective servant-leadership and stewardship.
* Demonstrated ability to deal with highly sensitive and confidential material and situations.
* Diplomatic and tactful, with a strong ethical character.
* Strategic thinking capacity is an asset.

**Behavioural Competencies:**

* **Christ-Likeness (Level 2):** Demonstrate the love of Christ in word and deed by living out the values of the Gospel.
* **Collaboration and Network Building (Level 3):** Identify and create external and interdepartmental interdisciplinary networks to support service delivery and achieve organizational objectives.
* **Creativity and Innovation (Level 2):** Use innovative and creative evidence-based practices to initiate effective ways of working and understanding by translating research into practice.
* **Effective Communication (Level 3):** Provide verbal and written communication that builds trust, respect, and credibility, and includes active listening skills and non-verbal communication.
* **Interpersonal Rapport/Savvy (Level 3):** Establish and maintain relationships with others based on mutual respect, trust, sensitivity, transparency, empathy, compassion, tact, and diplomacy.
* **Organizational Awareness/Stewardship (Level 3):** Emphasize the need to act as one organization by aligning all actions with UGM's vision, mission, values, structure, and policies.
* **Planning and Organizing (Level 3):** Identify and prioritize tasks, develop and implement plans, evaluate outcomes, and adjust activities to achieve objectives.
* **Teamwork and Cooperation (Level 2):** Work collaboratively and productively across the organization to achieve common goals, while demonstrating respect, cooperation, collaboration, and consensus-building.

## Working Conditions:

* **Work Location**

Work is generally performed indoors within an office environment, with standard office equipment available.

* **Physical Requirements**

Work is generally sedentary in nature, but may require standing, walking or reaching for up to 10% of the time. Employee is required to look at a computer screen and use a keyboard for up to 90% of the time.

* **Work Conditions**

Working environment is generally favorable. Lighting and temperature are adequate. Work is performed amid normal conditions of dust, odors, fumes, and noises. Occasional environmental exposures to cold, heat, and water. This position is required to work in an environment where there are often clients in crisis situations brought about by diverse problems. The ability to function independently and manage multiple concurrent tasks is an ongoing expectation of this position.

* **Hours of Work**

This position works a day shift. Some weekend or evening work may be required. Moderate overtime may be required. Working on statutory holidays may be required.

* **Hazards**

Job requires occasional interaction with members of the public who may be upset, abusive, and/or violent. Employees at UGM may be exposed to environmental hazards such as bodily fluids or bed bugs.

* **Other**

Due to the nature of the job, and our commitment to a safe environment, the candidate is subject to a criminal record check and must submit a current Driver’s Abstract.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

**Employee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_