



Role Summary

Community One is seeking an energetic, relationally strong, and mission-minded individual— with an evident Christian faith—to serve as a Neighbors Helping Neighbors (NHN) Coordinator. The NHN Coordinator plays an important role in the organization by coordinating and growing the Neighbors Helping Neighbors program, while overseeing and maintaining its associated technology platform.

This role also includes recruiting, educating, empowering and coaching volunteers in loving their neighbors through practical, neighbor-to-neighbor expressions of God's love. These projects include a wide variety from basic home maintenance and repairs to assisting with paperwork, and much more.

The position of NHN Coordinator is a part-time hourly position that reports directly to the Mobilization Director. The role's working hours include a flexible combination of a regular weekly schedule with occasional evening and weekend event participation.

Qualifications & Skills

- Ability to work with volunteers to help connect them to projects and generate interest in the platform.
- Ability to speak with neighbors requesting assistance who are living in challenging circumstances.
- Solid organizational skills; able to work independently, flexibly, and productively in a fast-paced environment and the ability to manage a multi-faceted workload.
- People-oriented, possess strong emotional intelligence, and able to actively listen and relate to people.
- Well-organized and able to effectively manage constituent information. Experience with using a CRM database system is a plus.
- Proficient in using computers and technology as a daily tool for role-related tasks, research, communications, contact management, etc.
- Applicants should be drawn to this work as a mission, and should be self-motivated and willing to both innovate and problem-solve.
- Excellent communication and interpersonal skills, including comfortability in public speaking with events, groups, and organizations.

Essential Functions

The NHN Coordinator is key in advancing the mission of Community One through the Neighbors Helping Neighbors program and will work closely with the mobilization and community engagement staff in fully executing this role.

Responsibilities of the role include:

- Approach this role daily as an expression of your Christian faith, and an opportunity to love your neighbor as yourself and to empower others to do the same. When appropriate, pray with the individuals that are served by Community One and those that serve with us.
- Care for and mobilize the Neighbors Helping Neighbors volunteers, including development of supporting materials and collaterals.
- Execute general communication of volunteer opportunities to database.
- Participate in the planning and execution of Neighbors Helping Neighbors Program goals, including inputs, outputs, etc.
- Actively seek opportunities to present the Neighbors Helping Neighbors to civic organizations, churches, and businesses.
- Oversee the project intake process for the Neighbors Helping Neighbors and Major Home Repair programs.

Faithfulness

Community One is a Christian workplace. Since our work is both physical and spiritual in nature, staff members must possess both the outward Christian faith as well as the skills to accomplish all elements of the role. As a public role in a Christian organization, this role requires:

- Agreement with the Community One *Statement of Faith* and *Staff Covenant*.
- A Christian faith that is rooted in prayer and humility—equipping you to thrive in an overtly Christian organization.
- A faith that is attractive to others and can draw out a unity toward living out the love of Christ to all; and you can lead and serve in the organization through that love.

These statements are intended to describe the general nature and level of work being performed, and are not to be construed as an exhaustive list of duties and requirements. Additional duties may be assigned from time to time as deemed appropriate and/or necessary.