



## **JOB DESCRIPTION**

**Title:** Church Relations Coordinator - Charlotte

**Qualifications:** Must have a vibrant relationship with Jesus Christ and affirm Joni and Friends' mission and statement of faith. Heart for people affected by disability and scriptural knowledge related to God's heart for those people who are marginalized. Understanding of Christian ministry and specifically Joni and Friends is desirable.

Must be a self starter and team player with strong interpersonal skills and a servant's heart. Must be able to manage multiple projects, be detail oriented, and have good verbal and written communication skills. Ability to type, familiarity with Microsoft office programs and moderate computer knowledge is important. Must be available to work evenings and weekends. Some travel involved.

A good working knowledge of churches, church operations, denominational distinctions. Must be sensitive to the variety of church doctrinal and church cultural distinctions. Pastoral experience is a plus.

**Status:** Full-Time, exempt

**Salary:** Commensurate with experience and level of responsibility

**Reports to:** Field Director - Charlotte

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### **Position Purpose:**

To support the overall mission, vision, goals and objectives of Joni and Friends by performing the various functions of the position to grow ministry in churches with people affected by disability and to facilitate church involvement with Joni and Friends as a member of the field ministry team.

### **Specific responsibilities include but are not limited to:**

1. Equip local churches in developing and maintaining outreach ministry to individuals and families affected by disabilities.

This involves, but is not limited to:

- Training seminars
- Speaking engagements

- Conferences and Summits
  - Providing resources and support
  - Meeting with church leaders
  - Electronic, written and verbal communication
2. Support the overall objectives of Joni and Friends and all programs, including Family Retreats, International Initiatives, CID, Through the Roof , Special Delivery, radio and TV.
  3. Maintain, record and update database information on churches and ministries we have relationships.
  4. Develop and implement fundraising strategies that offer churches opportunities to financially support the Joni and Friends Charlotte ministry.
  5. Oversee the planning, preparation and execution of the Wheels for the World Dominican Republic program, especially in the area of equipping Dominican churches involved with us.
  6. Other projects and assignments as needed to support the overall strategic objectives of Joni and Friends Charlotte, emphasizing church ministry partnerships.