



Position: **Assistant to Western Slope Director**

Reports to: Western Slope (WS) Director

Status: Hourly, part-time

Hours: 20 hours/week

Salary Range: \$25-\$27/hour

Location: Mesa County, CO. Hybrid between remote home-office and Project 1.27 Grand Junction office. Occasional trips to Denver Metro annually.

PURPOSE: Provide Christ-centered leadership and support of Western Slope church and community network to fulfill Project 1.27's vision and mission.

SCOPE: Assist the WS Director in Church and Community Network, event planning for all Western Slope events/fundraising, NTDC training and resource delivery as assigned.

RESPONSIBILITIES:

Faith-based Network

- Provide churches with promotional materials for Info Meetings and training, foster closet donation drives, Care Portal, Sociallight, Neighbor Program, Foster Parent Mentor and other Mesa County projects.
- Facilitate quarterly Church Network meetings
- Prepare agenda, reserve meeting space, send out reminder notices, take minutes of meeting, follow up with items as needed, maintain email list of members.
- Meet with pastors and church leaders from affiliate churches to encourage their continued participation and learn what type of support they may need from Project 1.27.
- Meet with pastors and church leaders who are not yet involved with Project 1.27 and share an overview of P127 with them and invite them to participate at some level.
- Schedule opportunities to speak to churches to recruit foster families and support.
- Facilitate trauma informed training and other church training as assigned.
- Input and update church data weekly.

Family Care

- Assist with facilitation of kinship support group and as needed
- Organize and deliver needed kinship and foster family resources.
- Assist with foster closet organization and work during monthly open days.
- Organize and facilitate/assist family events, like picnics, carnivals and Christmas parties.
- Input and update family data weekly.

Community Fundraising

- Serve as point person for WS Fall Breakfast fundraiser, working with WS Director to offer a successful friends and fundraising event.
- Engage community sponsors, table hosts and churches to support the event.
- Organize set-up and clean-up for the event.
- Meet with community partners to engage them to support Project 1.27 Mesa County programs.

Project 1.27 Team

- Participate in Project 1.27 Staff Meetings, team meetings and all-staff days.
- Create assigned resources for the website, newsletters, fundraising and annual reports.
- Provide necessary WS program information for grants, contracts, board and updates.
- Other duties as assigned.

QUALIFICATIONS:

Character

- Is a consistent witness for Jesus Christ
- Maintains a Christ-like attitude in dealing with people within and outside Project 1.27
- In full agreement with Project 1.27 mission, vision and values
- Required to sign a statement of faith and staff/volunteer policy letter
- Willing to uphold the mission, staff and stakeholders in prayer
- Adaptable, organized and discrete
- Enjoys coordinating and supporting multiple projects and people.

Competency

- Experience working with churches and faith-based ministry
- Demonstrated people and relationship development skills
- Strong written, up-front speaking and verbal communication skills
- Strong computer skills with Google office programs and web-based applications (Google Chrome, Drive)
- Bachelor's degree preferred
- Team player with the ability to anticipate needs, take initiative, set goals and achieve

If interested, please submit a cover letter and resume to admin@project127.org