



**Position: NOCO Relationships and Support Manager**

**Reports to: Family Care Team Director**

**Status: Part-time, Hourly non-exempt**

**Salary: \$25/hour**

**Hours: 20 hours/week**

**PURPOSE:** Provide Christ-centered leadership for successful recruitment, training and support of Project 1.27 families and churches which fulfills our vision and mission.

**SCOPE:** In NOCO, responsible for Project 1.27's family recruiting and support; church and support relationship engagement; and maintaining the needed collaboration to ensure vision and mission accomplishment.

### **RESPONSIBILITIES:**

#### **Church Relationships**

- Relationship development: Establish, grow, encourage and recognize collaborative relationships with Metro churches which support those involved in foster care and adoption.
- Resource and train: With other Project 1.27 staff, research, develop, distribute and evaluate resources and training to empower churches for an impactful, sustainable orphan-care ministry.
- Church Champions: Train and coach church champions and support team facilitators to lead successful church ministries and support groups.
- Support: Develop church-based foster and kinship family support activities including things such as support groups, service ministries and resource drive
- Fund development: Promote church funding of Project 1.27.
- Tracking: Track relationships and provide monthly and annual reporting.

#### **Family Recruiting and Support**

- Advocacy: Represent P1.27 at conferences, church events, summits and community events.
- Recruiting: Working with other Project 1.27 staff and contractors, ensure sufficient awareness and marketing activities are organized and carried out to meet Info Night and recruiting goals and convey accurate Project 1.27 messaging.
- Support: Develop relationships, events and resources to support Project 1.27's families in NOCO.

## **Training**

- Facilitate: Facilitate assigned training segments for families and churches.
- Content creation: Contribute to content creation for distribution via various channels including website, e-newsletters, social media and print.

## **Organizational Management**

- Data management & reporting: Accurately track data for church and other family support relationships. Provide accurate information for P1.27 reporting and awareness resources.
- Inquiries: Manage area inquiries from individuals, churches and other organizations seeking information and support in serving NOCO foster children.

## **QUALIFICATIONS:**

### **Character**

- Is a consistent witness for Jesus Christ
- Maintains a Christ-like attitude in dealing with people within and outside of Project 1.27
- In full agreement with Project 1.27 mission, vision and values.
- Required to sign a statement of faith, staff covenant and staff/volunteer policy letter.
- Willing to uphold the mission, staff and stakeholders in prayer.
- Adaptable and discrete, maintains a high level of confidentiality.
- Self-starter who gets things done; able to inspire and motivate others.

### **Competency**

- Two or more years' experience as a foster/adoptive family or professional.
- Church ministry experience.
- Trust Based Relational Intervention (TBRI) or similar trauma informed training
- Demonstrated people and relationship development skills.
- High-level computer skills with MS Office programs (Word, Outlook, Excel, etc.) and web-based applications (Google Chrome, Drive, Remote Desktop, etc.)
- Excellent written and verbal communication skills including up-front training, phone and electronic communication skills.
- Spanish-speaking a plus.
- Team player with the ability to anticipate needs, take initiative, set goals and achieve them.

If interested, please submit a cover letter and resume to [info@project127.org](mailto:info@project127.org)