



**Position: Western Slope Church and Community Engagement Manager**

**Reports to: Western Slope Director**

**Status: Hourly, part-time**

**Hours: 16-20 hours/week**

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

**Location: Mesa County, CO. Hybrid – 97% in Mesa County; up to 3%/year in Denver Metro.**

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

**SCOPE:** Responsible for Project 1.27's Western Slope Church and Community Network as well as support for family events, and kinship and ECHOflex training and resource delivery as assigned.

#### **RESPONSIBILITIES:**

##### **Faith-based Network**

- Provide churches with promotional materials for Info Meetings and trainings, Bear Necessities donation drives, Care Portal, ECHOflex 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 about the need for Christian Foster Families and family support opportunities.
- Facilitate trauma informed church training and other church training as assigned.
- Input and update church data weekly.

##### **Family Care**

- Assist with facilitation of kinship support group and ECHOflex cohorts as needed
- Organize and deliver ECHOflex family activity kits, booklets and meals to cohort families.
- Organize and deliver needed kinship and foster family resources.
- Assist with foster closet organization and work at closet during monthly open days.
- Assist at 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 and other Project 1.27 to offer a successful friends and fundraising event.
- Engage community sponsors, table hosts and churches to attend and 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 website, newsletters, fundraising and annual reports.
- Provide the necessary WS program information for grants, contracts, board and team 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 of 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](mailto:admin@project127.org)