



Job Title: THRIVE Coordinator
Location: Love in Action Community Co-op
Reports to: Director of Community Engagement
Date Prepared: 10/24/24

The **THRIVE Coordinator** at Love in Action (LIA) is a key role focused on fostering community and relationships in LIA’s membership-based Community Co-op. The Co-op includes educational programming, a community of members and a food market. This role is:

- Integral in driving a culture of relationship and community at LIA as they play a pivotal role in the Co-op’s core functions—healthy relationships, education and food provision.
- Crucial to developing and continuing a culture of faith by being a servant leader centered on Jesus and working to empower members, volunteers and others who come to the Community Co-op.

Primary Duties and Responsibilities:

- **Promotion:** Collaborate with Co-Coordinator and Director to promote the THRIVE program.
- **Volunteer Coordination:** Co-lead and coordinate the THRIVE and Market Volunteer Teams, including onboarding, training, scheduling, and support.
- **Class and Coaching Management:** Ensure regular offering of THRIVE classes and coaching by empowering the volunteer team.
- **Community Co-op:** Maintain and enhance the Community Co-op membership and culture.
- **Flexibility:** Fill in for coworkers and volunteers as needed, including class preparation, facilitation, and Co-op market management.
- **Community Engagement:** Participate in quarterly Co-op membership meetings and community events.

Non-Essential Duties:

- **Cross-Training:** Learn all areas of Co-op operations.
- **Prayer Team:** Participate as a member of LIA’s prayer team.
- **Special Events:** Engage in Love in Action special events as available.

Gifts and Abilities:

- **Mission Alignment:** Believes and practices LIA’s mission and values.

- **Character Representation:** Works to serve Jesus by respecting the dignity of all people, extending compassion and grace.
- **Community Invitation:** Encourages others to join the LIA community.
- **Empowerment:** Helps others discover and utilize their gifts and abilities.
- **Team Player:** Collaborative and self-directed.
- **Boundary Maintenance:** Models good boundaries.
- **Organizational Skills:** Detail-oriented with good organizational skills.
- **Tech Proficiency:** Proficient in Microsoft Office 365 and capable of learning new data systems and social platforms.

Benefits:

- **Paid PTO:** In accordance with the Employee Handbook.
- **Simple IRA:** Available after one year.
- **Job Type:** Full-time salary.
- **Pay:** \$17.00 - \$18.00 per hour.
- **Schedule:** Regular hours Monday – Friday, with some evenings and weekends required (1-2 Saturday mornings and 2-4 evenings per month).