



## **COMMUNITY RESOURCE COORDINATOR**

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**Location:** MRM Community Resource Pantry

**Position:** Part-Time, 25 hours/week; flexibility in hours may be necessary

**Travel:** Some local travel may be required

### **Are you the right person?**

As the Community Resource Coordinator, you are responsible for the collection, organization and distribution of our community resources. You will work with MRM staff and volunteers to serve our neighbors in need.

### **You are Resourceful**

You have the ability to be flexible and go with the flow. You must be able to be resourceful and use the tools you have been given to best serve our community.

### **You are Organized & Detail Oriented**

Attention to detail is vital and you don't miss a beat! You are always in tune with your duties and have the ability to organize your workflow, documents, and processes to ensure timely results.

### **You are a Great Communicator**

You'll need to communicate with a variety of team members in different capacities, so the transition between team, volunteers and community members is seamless.

### **You're Strong In Your Faith**

Sharing the love of Jesus Christ is at the heart of this position. Your job is to communicate the Gospel and model Christian character. Are you prepared to share your testimony?

### **Responsible For:**

- Oversight of all Community Ministries programs.
- Conducting weekly chapel services for community ministry pantries.
- Maintaining accurate records of all assistance and gifts-in-kind (GIK).
- Providing monthly statistical reports.
- Contacting area human service agencies for purposes of networking and referrals, as well as verifying guest needs.
- Maintaining a current knowledge of area resources.
- Coordinating and supervising community ministry events.
- Maintaining ministry and recipient confidentiality.
- Coordinate with other departments when necessary.

- Any other tasks as assigned by supervisor.

**Required Knowledge and Skills**

- GED required.
- Must possess excellent computer skills including MS Excel and MS Word.
- Shall be able to work well with people of diverse populations or backgrounds as well as other agencies, volunteers, guests and team members.
- Possess excellent verbal and written communication skills and professional demeanor.
- Work well in a team environment and be able to accept input as well as supervisory guidance.
- Must be able to lift and move objects up to 50 lbs.