

Sept. 2024



47 Jefferson Ave. SE; Grand Rapids, MI 49503

Position Description

Community Resource Coordinator

Westminster Presbyterian Church, located in the heart of Grand Rapids, MI, is a dynamic congregation of 1,100 members drawn from all parts of the metro area. We are committed to worshipping God, serving Christ through mission and justice work in our local community and world, and listening for the Spirit's transforming movement in our midst. Because God in Christ welcomes all, we strive to provide an inclusive community for people of all genders, races, sexual orientations, backgrounds, questions, and doubts. As a Matthew 25 congregation in the Presbyterian Church (USA), we are committed to the work of building congregational vitality, dismantling structural racism, and eradicating systemic poverty. The Community Resource Coordinator will help us discern how we are called to continue to create and sustain relationships with our community.

Supervised by: Minister for Mission and Pastoral Care

Job Classification: Exempt — Full Time 30-32 hours per week (Monday-Thursday, occasional weekends) Including paid time off, medical, dental and retirement saving options.

Salary Range: \$32,000-37,000

Education & Related Experience: Bachelor's degree in Social work or related field or equivalent experience

SUMMARY: The Community Support Coordinator provides critical leadership and support to the mission outreach of Westminster. The role is responsible for strategic development, oversight, and implementation of our downtown food pantry and mission outreach. The Community Support Coordinator works closely with the Food Pantry Board, Elder for Mission, the Mission Committee, and the ministerial, program, and administrative staff, to most effectively continue the development and vision of the church. Our focus is to work in compassion, peace, justice, and hope within the church and our community.

KEY DUTIES AND RESPONSIBILITIES:

Food Pantry Administration:

- Serve as the Person 'In Charge' on open Food Pantry days
- Sharing the Bounty fall walk coordination
- Thanksgiving Ingathering
- Other food drives
- Ryan White State funded grant reporting and management

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- Supervise the Food Pantry assistant(s)
- Liaison to the Food Pantry Board
- Computer software management (Virtual Case Manager, CareWare and Egrams)
- Feeding America orders and statistical reporting

Community Resource Support and Administration:

- Staff the Day Space area on Mondays and Wednesdays from 9am - 4pm
- Cultivate relationships with downtown churches through our Food Pantry Board connections
- Seek out Community Support engagement and growth opportunities for program ministry and volunteer opportunities
- Develop and maintain relationships with other non-profit and faith based organizations
- Develop and oversee volunteers for the food pantry and day space
- Visioning and expansion of mission ministry at Westminster, along with the Minister for Mission

KEY ATTRIBUTES OF A SUCCESSFUL CANDIDATE

- Able to support the mission, vision, and values of Westminster Presbyterian Church
- A background in Social Work or a combination of college and work experience
- Work experience or knowledge of homeless and vulnerable populations
- Strong interpersonal and communication skills, both verbal and written
- Flexibility and adaptability
- Ability to build trust and rapport with individuals from diverse backgrounds
- Computer skills including data entry - Google Docs, Virtual Case Manager, CareWare and Egrams
- Ability to work independently as well as in a team setting
- Willingness and commitment to maintain a community of safety and inclusion of all people