



Position Information

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| Position Title | Community Outreach Director / Food Pantry Case Manager |
| Full/Part Time | Part time (up to 25 hours/week) |
| Salary Range | \$14-16 hour |
| Reports To | Executive Director |
| Our Mission | The mission of Christian Neighbors is to provide local families in need with Food, Emergency Financial Assistance and skill building Education to create self-sufficiency. |

Position Summary Information

Basic Function: This position is a two-fold responsibility. As Community Outreach Director you will be an important voice and face of Christian Neighbor's mission within our service area. You will be available for public speaking in various forums and build corporate/business relationships to increase financial support of agency. You will lead or be a support person for annual events. You will also be spending around 12 hours each week interviewing and providing case management to some of our clients requesting food assistance.

Duties and Responsibilities ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Builds relationships with community members, civic organizations, businesses, faith-based organizations, non-profits and other organizations or individuals to raise awareness of Christian Neighbors Mission and needs
- Meet with other community Public Relations personnel such as newspaper editors, fundraisers, etc. to develop and facilitate community relationships and to manage the implementation of selected projects
- Responsible for networking with other organizations and committees to develop and maintain productive relationships
- Develop and nurture church champion program, seek out other venues to build ambassadors for the agency
- Public speaking when presented with opportunities as well as seeking out new opportunities
- Post appropriate Facebook messages according to current activities and events
- Occasionally speak during various church services or meetings to share the mission/activities of the agency
- Attend monthly pastor's association meetings representing Christian Neighbors
- Build relationships with local businesses through creating and emailing electronic business newsletters, assigning a business of the month, working toward increasing food and financial support from the business community
- Be an active team member of annual dinner auction, community walk, business food drive, Thanksgiving service
- Interview clients with food requests
- Enter pantry client's information in database
- Complete monthly and quarterly reports as instructed
- Attend quarterly food pantry collaborative meetings
- Have full knowledge of all programs provided by Christian Neighbors
- Lead small scale projects as assigned
- Participate in professional development activities to keep current with trends, practices, and productivity tools
- Participates and attends company-wide and departmental meetings as required

Key Success Factors

- Superior interpersonal and customer services skills.
- Excellent written and verbal communication skills.
- Maintain a professional demeanor while working with a high volume of contacts and a diverse range of constituents, including donors, board members, business and community leaders, and clients that are served.
- Ability to multi-task, problem-solve and pay attention to detail when faced with constant interruptions and changing deadlines.
- Critical thinking and analytical skills.
- Ability to maintain strict confidentiality and discretion in your interactions with others.
- Strong organizational skills and attention to detail.
- Database and records management.
- Comfort and flexibility with technology.
- Work well under pressure with multiple deadlines and regular interruptions.
- Maintain calendars and schedule appointments.
- Accurately take meeting minutes when needed.
- Work as an effective team member in an open office setting.
- Must feel comfortable in a church environment for speaking engagements.
- Loyalty.

Requirements:

- A positive attitude.
- 3+ years' experience in a leadership role.
- Preferred Bachelor's degree and experience in the nonprofit field.
- Well organized, project management experience
- Analyze and develop projects through to completion.
- Strong computer skills and use of software applications.

Send resume with cover letter to: tshaler@christianneighbors.org

Must be received by 10/19/15