

Peace River Presbytery

Misión Peniel Mission Coordinator Position Description

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| Job Title: | Mission Coordinator |
| Date: | Effective August 1, 2022 |
| Reports to: | Misión Peniel Presbytery Evangelist |
| Compensation: | 20 Hours a week at \$ 18 - 20/ hour 2 weeks vacation |

Position Summary:

The Mission Coordinator will be responsible for the administrative functions of Misión Peniel, as well as supporting the Presbytery Evangelist. This is a part-time (20 hours/week), non-exempt position.

Position Qualifications:

Education: Bachelor's Degree is preferred.

Experience: Preference of 2 years 'experience non-profit work or ministry related field.

Position Expectations:

The individual that is called to this position must have, at the core, a love of God through Christ that they want to exhibit through mission to migrant farmworkers. This will include working with people of many cultures, languages, faiths, and immigration status. Cultural sensitivity is required. Specifically, the incumbent would need the following to be fully successful in this mission:

- Critical expectations: positive attitude, strong problem-solving abilities, excellent communication skills (verbal and written), strong organizational and time management skills, attention to detail, computer literacy, knowledge of spreadsheet software, project management skills, and ability to maintain confidentiality. Bilingual in English and Spanish. Creole proficiency is a plus, but not required.
- Proficiency in Microsoft Office Products (e.g., Word, Excel, PowerPoint,) or the Apple equivalent.
- Current driver's license.
- An ability to effectively work with diverse cultural backgrounds, all while maintaining courtesy and being mission focused.
- Self-starter, able to work independently under general supervision.

Essential Position Responsibilities

The person called to this position will be assisting the Presbytery Evangelist who currently serves as the director and pastor of the mission. The assignments will be varied and diverse ranging from office work to purchasing, communicating the mission to churches and the public, and helping prepare and serve food.

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Specific duties:

- Maintain routine office communications, purchase supplies, etc.
- Make occasional trips into Fort Myers, driving the mission van to pick up food from area food banks.
- Assist with creating documents, publications or media for distribution to the churches and mission partners.
- Coordinate the volunteer program including staffing needs for weekly food distribution.
- Recruit, communicate with, train, supervise and retain volunteers.
- Assist with food distribution.
- Develop and nurture relationships with churches, other organizations, and individuals to build ongoing support of Misión Peniel.
- Work with Misión Peniel Team to develop new programs for ministry.

Selection

Open position will be posted on PRP website; applications reviewed by the General Presbyter and/or Misión Peniel search team with interviews of qualified candidates; and recommendation submitted to the Human Resources Team, prior to employment. A background check will be required.

Accountability

The Mission Coordinator will report directly to Presbytery Evangelist and be accountable to the Presbytery through the General Presbyter in cooperation with Misión Peniel Team and Human Resources Team.

Evaluation

The Misión Peniel Moderator, General Presbyter and representative of the Human Resources Team shall conduct an annual performance review of the employee's work for review by the Human Resources Team.