

One Body Collaboratives

Rebuilding Lives, Transforming Our Community

Position Description Resource Center Coordinator

One Body Collaboratives (OBC) is a faith based 501(c)3 non-profit ministry with a mission to: *“Mobilize, coordinate and further develop church and community resources to rebuild lives and transform our community.”*

POSITION SUMMARY

The primary function of this position is to provide management for the operations of the Resource Coordination Center (RCC) during its business hours which are: Monday through Friday, 9:00 AM to 1:00 PM.

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

- **VOLUNTEER MANAGEMENT:** Maintain good working relationships and communications with volunteers working in the Resource Coordination Center. Provide support, guidance and encouragement to volunteers, and use volunteer support effectively.
- **INTAKE PROCESS LEADER:** Provide continuity, timely resolution and consistency for OBC intakes. Coordinate appointments made at churches. (Gap Ministries)
- **COMMUNICATIONS:** Update resources when changes are known, and provide timely updates for volunteers. Schedule and communicate Gap Ministry appointments. Respond appropriately to emails. Provide information for common calendar. Maintains good working relationships with community resources.
- **DATA ENTRY:** Responsible for supervising and entering data into Meet the Need data collection software.

The following are representative of the experience, knowledge, and skills required to perform this position successfully:

MISSION ALIGNMENT and PASSION

This position is more of a ‘Calling’ than a job. Candidates must have a strong desire to help design and build a replicable model empowering multiple churches and community organizations to function effectively together. One Body Collaboratives is a Christian faith based organization that recognizes and embraces the need to work together with those of all faiths, as well as those of no declared faith.

COMMUNICATION/INTERPERSONAL SKILLS

Good communication skills including uplifting and encouraging others as well as positive presentation of One Body Collaboratives. Ability to effectively communicate both orally and written. Must demonstrate good discretion and work well in a team environment. Able to work in a fast-paced and busy office.

Maintain good working relationships and communications with OBC Board, RCC, staff, and community stakeholders. Of importance is the ability to promote cooperation between OBC and church liaisons, pastors, church volunteers and other stakeholders. Report any concerns to a Leadership Team member in a private manner with recommendations for improvement.

REASONING/PROBLEM SOLVING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions and deal with several abstract and concrete variables.

TECHNOLOGY SKILLS

Technology experience and proficiency is a must, including all Microsoft Office products. Competent computer skills in word and spreadsheet documents is needed.

ACCOUNTABILITY

Reports to Director of Church Relations

HOURS

Part time position, 20 hours per week.

WORK ENVIRONMENT

Position is office based with a need to lift up to 20 pounds. Limited outside office meetings and errands are required as approved by the Leadership team.

SALARY RANGE

The salary for this position is \$10-\$14/hour; and will be based on skill set and level of experience.

Submit resumes, along with two references to Mary Pulliam by email at:
Mary.Pulliam@OneBodyCollaboratives.org.