

Job Title	Mobilize Coordinator
Employer/ Agency	The Church of St. John the Divine
Job Description	<p>Principal Functions: The Mobilize Coordinator works to organize, plan, and carry out outreach volunteer efforts and events. The Mobilize Coordinator is also tasked with coordinating the mobilization of volunteers for internal ministries. This is a full-time, non-exempt position, with Sunday as one of the regular weekly workdays.</p> <p>Duties include but are not limited to:</p> <ol style="list-style-type: none"> 1. Volunteer Engagement <ol style="list-style-type: none"> a. Develop, promote, and maintain a wide range of volunteer opportunities within the organization as well as with partner ministry organizations. b. Assess staff and parish leadership needs for volunteer assistance. c. Maintain “Volunteer Service Descriptions” for each volunteer assignment. d. Ensure volunteers are recruited, trained, and scheduled to support the various areas of operations, ministry and mission. e. Arrange for volunteer orientation and training. f. Develop and maintain volunteer policies, procedures, and standards. g. Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend / implement changes as appropriate. h. Identify and address gaps related to numbers of volunteers, skills, interests, and leadership talents. i. Champion best practices for supporting internal and external ministries as well as local and world mission teams. 2. Communication and Marketing of Volunteer Engagement <ol style="list-style-type: none"> a. Build awareness of “on ramps” to volunteer engagement opportunities by utilizing existing events. Build awareness of service opportunities by coordinating with various ministries and volunteer committees. b. Collaborate with communications team and outside associations/organizations to publicize opportunities for volunteers. c. Organize and facilitate volunteer recognition programs and special events. d. Develop and maintain relationships with partner ministries and organizations. 3. Servant-Leadership Training and Development <ol style="list-style-type: none"> a. Collaborate with Servant Leadership Coordinator b. Address volunteer readiness and training needs. Help members discern spiritual gift alignment through trainings, mentoring, coaching programs. c. Support the practices and processes for identification and recruitment of transformational leaders into Ministry/Mission Positions d. Collaborate with senior management planning teams and ministry coordination teams, as well as the Servant Leadership program, to create plans and training programs to understand and close gaps in volunteer capabilities. 4. Assist in the accuracy of CRM Database module as related to volunteer engagement <ol style="list-style-type: none"> a. Maintain accurate records and provide timely statistical and activity reports on volunteer participation. b. Maintain an updated volunteer opportunity portfolio and volunteer profiles. c. Manage community/volunteer scheduling tools and communication process.

Qualifications	<p>Qualifications for the Position:</p> <ul style="list-style-type: none"> • Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail • Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, parishioners, volunteers, and representatives from outside organizations • Proactive communicator with high level written and verbal communication skills • Forward thinker, who actively seeks opportunities and proposes solutions • Commitment to support the mission of The Church of St. John the Divine and the Episcopal Church. <p>Education and Experience Requirements:</p> <ul style="list-style-type: none"> • Bachelor's degree <i>preferred</i> • Experience working with volunteers, preferably in a non-profit organization or related field.
Salary/Hours	
Employer/Agency	The Church of St. John the Divine
Address	2450 River Oaks Boulevard
City, State, Zip	Houston, TX 77019
Contact Person	Raven Green
Contact Title	Employee Relations Manager
Telephone Number	713-622-3600 ext 261
Fax Number	
Email Address	rgreen@sjd.org
Application Method	Online: https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=17497&clientkey=6CCD441370F5FC6496232CB701F5C30E
Opening Date	Immediate opening

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