



POSITION DESCRIPTION

The Reformed Church in America is a fellowship of congregations called by God and empowered by the Holy Spirit to be the very presence of Jesus Christ in the world. Our shared task is to equip congregations for ministry—a thousand churches in a million ways doing one thing—following Christ in mission, in a lost and broken world so loved by God.

Job title: Local mission program specialist
Grade: 14
Work Location: Grand Rapids, MI

Date: September 2017
Supervisor: Coordinator for Local Missional Engagement

Summary of Position

This person will utilize community building and organizing techniques to engage the stakeholders of the Wyoming, Michigan, neighborhood to develop strategic projects for the benefit of the community. The Local Mission program specialist will primarily oversee the Wyoming Math Initiative (WMI) AmeriCorps program through managing the AmeriCorps members, maintaining positive relationships with partner organizations, and completing all necessary paperwork and reporting. This position will also develop and lead additional projects as determined by the Office of Local Mission. This position is funded for a 12 month period.

Responsibilities and Essential Duties:

1. Complete required preparatory online & in person trainings for AmeriCorps grant leadership roles.
2. Write and gather required data for AmeriCorps related grant reports.
3. Manage the AmeriCorps grant and facilitate the fulfillment of grant requirements.
4. Create clear, open, and frequent communication lines with AmeriCorps staff, members, and RCA staff.
5. Develop a recruitment process for AmeriCorps members, including posting open positions, screening and interviewing prospective candidates and selection of members.
6. Ensure proper on-boarding of AmeriCorps members (proper paperwork completed, documents submitted, orientation completed, etc.) as well as leading continual trainings throughout the year.
7. Serve as liaison for the WMI to the Reformed Church in America (RCA), TEAM 21, schools, and other community partners.
8. Actively participate in a collaborative process for addressing public issues in the Wyoming community that include, but are not limited to: education and math literacy, at-risk youth and children, and systemic poverty.
9. Serve as liaison to local churches, stakeholders, and neighborhood actors in community strategic planning activities.
10. Advocate for the best interests of the Wyoming community in relation to program development that targets collaborative initiatives.
11. Represent the RCA as needed at appropriate meetings, presentations, and community events.
12. Collaboratively develop and implement time-specific plans to resolve identified community issues.
13. Assist with the creation and distribution of communications on the community initiatives.
14. Complete the necessary documentation for reporting to the RCA and the State of Michigan. Contribute to maintenance of RCA calendar of events, organizational databases, and all records.
15. By the end of the grant cycle, have a coordinated, programmatic effort that meets the intended outcomes for this grant
16. Work in conjunction with the coordinator for Local Missional Engagement and the Director of Mission.
17. Participate in necessary travel, including site visits and community meetings.
18. Perform other duties assigned.

Essential Qualifications:

1. Some college and two years of relevant professional experience in community development.
2. Minimum of two years experience working with diverse groups of people.
3. Must be able to work some weekends and evenings and have reliable transportation.
4. Ability to travel up to 30 days per year.
5. Highly self-motivated and independent worker, yet team oriented.
6. Good analytical, negotiation, and problem-solving skills.
7. Strong interpersonal and communication skills, both written and verbal.
8. Strong time and task management skills.
9. Competency with computer, presentation equipment, and other standard office equipment.
10. Group facilitation skills.
11. Commitment to the mission of the Wyoming Math Initiative.
12. Commitment to the mission of the Reformed Church in America.

Desired Qualifications:

1. Bachelor's degree in social science, community development, education or related field.
2. AmeriCorps experience.