

JustFaith Ministries is a nonprofit ministry that exists to form, transform, and inform people of faith and sustain them in their compassionate commitment to a more just and peaceful world. We are seeking **an Outreach and Engagement Associate** who will provide phone and email support to local JustFaith leaders and coordinators in cities all over the country. This includes follow-up to workshops provided by JustFaith Ministries' staff, as well as providing direct support to local coordinators of JustFaith Ministries' programming. This position is part-time, 20-hours a week. While the JustFaith Ministries office is located in Louisville, KY, the work associated with this position may be completed remotely. The ideal candidate will have a Bachelor's degree or equivalent; familiarity with JustFaith Ministries programs; strong communication skills; and a commitment to the mission, vision, and values of JustFaith Ministries. For more information about this position, visit www.justfaith.org. Interested candidates should submit a cover letter, resume, and three letters of reference to info@justfaith.org by August 20, 2019.



Job Description
Outreach & Engagement Associate

Mission Statement: JustFaith Ministries forms, informs and transforms people of faith by offering programs and resources that sustain them in their compassionate commitment to build a more just and peaceful world.

The staff of JustFaith Ministries is committed to being a faith community working in partnership with each other to see that the work of JustFaith Ministries is accomplished and instilled with the integrity of the Gospel. Love, reverence, and collaboration are the qualities sought from members of the staff team.

Job Title: Outreach & Engagement Associate

Classification: 20 hours per week; 18 month position, exempt; some weekend and evening work

Salary Range: \$21,000 – 23,000/year

Reporting Relationships: Reports to Executive Director

Position Overview: This position provides phone and email support to local JustFaith leaders and coordinators in cities all over the country. This includes follow-up to workshops provided by JustFaith Ministries staff, and providing direct support to local coordinators of JustFaith Ministries programming.

Specific Responsibilities

Local Coordinator Engagement and Support 80%

- Assist JustFaith Ministries leaders and congregational contacts with questions and resources related to JFM program offerings
- Contact congregational leaders and other attendees of introductory workshops and provide follow-up information and support
- Connect local coordinators and congregational leaders with JFM staff members for facilitation training resources, registration support and promotional materials
- Work in collaboration with the Founder & Senior Advisor and other potential workshop presenters on effective follow-up strategies specific to each workshop area

Other Specific Responsibilities 20%

- Participate in the JFM Staff meetings and team meetings.
- Track data and provide regular reports to Executive Director, Senior Advisor, and JFM staff on key aspects of development and progress towards goals
- Work with committees of the JustFaith Ministries' Board of Directors and with members of the board of directors as assigned and as appropriate

- Maintain efficient personal office and administrative systems
- Seek and participate in strategic opportunities for professional development and spiritual growth
- Other duties as assigned.

Knowledge and Skills:

- Experience with local organizing
- Ability to assist with and support local coordination efforts
- Ability to interact with congregational leaders and leaders of local organizations
- Strong collaboration skills and experience working in team environments
- Excellent communication skills: oral, written and interpersonal
- Excellent organizational skills
- Ability to handle multiple assignments and meet deadlines
- Strong word processing, spreadsheet, and database skills

Qualifications:

- Bachelor's degree or equivalent
- Familiarity with JustFaith Ministries and JustFaith Ministries programs
- Successful experience in organizing work or successful support of organizing efforts
- Commitment to the mission, vision and values of JustFaith Ministries
- Demonstrated success in working in highly collaborate environments