



## Elmbrook Church

### Position Description

### James Place Waukesha Coordinator

#### Job Summary:

The James Place Coordinator, in partnership with Elmbrook Church and in cooperation with Immigration Services will oversee all aspects of the James Place community based ministry in downtown Waukesha. This position will work closely with a team of volunteers to carry out the mission.

#### Qualifications & Requirements:

- Demonstrate a vibrant and growing relationship with Jesus Christ
- Active participant or member of Elmbrook church who supports and endorses the statement of faith, vision and core values
- Heart for service to vulnerable people
- Previous experience in community based ministry
- Strong interpersonal skills, self-motivation and organization
- A desire to grow, seeking relationships, resources and training to assist in the continuation of personal and professional growth
- Model servant leadership by attitude and practice
- Desire to build positive and healthy relationships with other staff
- Desire and ability to build into others, develop people and gifting

#### General Responsibilities:

- Teach, model and grow the awareness of the mission of James Place: "Building relationships, responding to needs and offering hope in the name of Jesus."
- Perform informal and formal needs assessments periodically to identify programs and service gaps in the greater Waukesha community.
- As needs are determined, plan ways to respond to people experiencing poverty, joblessness, homelessness, addictions, physical and mental health challenges.
- Regularly evaluate James Place Waukesha's services to discern when to start, improve or discontinue services.
- Solicit input from the James Place Waukesha Leadership Team, Director of Behavioral Health, and Director of Faith Community Nursing to identify ways to improve the overall level of service delivery and any resource needs.
- Provide ongoing communication to and from staff and volunteers, which clarifies roles, engenders a positive work environment and improves the level of service to the Waukesha community.
- Recruit, train and maintain a team of volunteer staff to carry out daily, weekly and seasonal programs and services that build community and enhance quality of life. Develop Coaches for teams of volunteers to plan events and develop new initiatives.
- Conduct regular Leadership Team meetings to share successes, problem solve and cast vision for Spirit-led initiatives.
- Supervise and mentor student interns from Carroll's public health program.

- Build relationships and collaborate with other non-profit agencies in the community to coordinate services and increase capacity to respond to needs
- Pursue training and other professional development opportunities to stay current in trends in ministry, leadership and community engagement.
- Be continually looking for ways to connect James Place clients with opportunities for spiritual growth and involvement in other ministries at Elmbrook Church.
- Attend James Places Director/Coordinator meetings at Elmbrook as well as Elmbrook staff meetings.

#### **Employment Information:**

This position is part time, hourly and classified as non-exempt  
20 hours/week  
Salary – dependent on experience, skills & education

#### **Benefit Package:**

Paid Time Off (PTO) – Part-time employees who are scheduled to work more than 10 hours per week are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee's first anniversary, Elmbrook will match up to 5%.

Holidays – Part time employees who are scheduled to work more than 10 hours per week are eligible for holiday pay if the holiday falls on their normal scheduled workday. There are 10 holidays recognized by Elmbrook Church as paid holidays. Refer to the Staff Handbook for specific details.

#### **Reports to:**

James Places Director – Shannon Garretson  
Influence relationship: Mission and Multiplication Department – Pastor Albo Esilaba

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