

We are seeking a candidate for the position of **Connection Center Coordinator** at Love INC of Lorain County in Elyria. This is a part-time, in-person position of 20 hours per week, Mondays-Thursdays, 8:30am-1:30pm (with some flexibility). The primary responsibility of this role is to coordinate the operation of our Connection Center, where requests for assistance come from the community and are captured by volunteers and verified. Then, efforts are made to refer/connect these individuals and families to partner churches and area agencies to meet needs.

Love INC is a non-profit, Christian ministry that helps churches help people, serving our neighbors in the Love and Name of Christ. Part of Love INC National, our Lorain County affiliate has been active for more than 35 years. This is a great place to live out one's faith on a day-to-day basis through serving God and loving people, working with a small team of committed staff members.

Reporting to the Church Engagement Manager, the Connection Center Coordinator's tasks include:

- Training, supervising, and providing ongoing support to the church volunteers who serve in the Connection Center as the main points of contact with callers
- Reviewing client files and making referrals to churches and community organizations as appropriate
- Collaborating with other staff to develop and implement volunteer trainings and events
- Identifying needs in the community where churches might be able to assist people in need
- Maintaining accurate and complete client records, data, and reports using our program management system

A candidate that would fit well on our team:

- Has a heart for Jesus and for ministry to others
- Has a professional demeanor and is comfortable responding to requests from people in need as well as working with volunteers
- Is proficient with program management software, word processing, and spreadsheets
- Has a working knowledge and interest in community agencies and resources
- Is highly organized and completes work with efficiency and attention to detail
- Has excellent verbal and written communication skills

To apply: Submit a letter of interest and a resume, both in pdf format, to josh@lilc.org.