

## Community Coordinator

In every community, men and women are working to unite church leaders across socioeconomic and denominational lines to build partnerships to care for those in crisis in their local area. CarePortal exists to connect churches with the children and families in crisis in their communities, and the agencies already working with those families. The **Community Coordinator** is a volunteer position vital to the success of CarePortal (CP) efforts in a local community. The individual serving in this role builds and maintains relationships with ministry leaders from approximately 10 area church congregations joined together in the common bond of a CarePortal Active Community. Active Communities are formed geographically to support one or more ZIP codes in a specific city, county or region. The Coordinator helps churches collaborate by hosting regular Active Community (AC) gatherings of the point persons serving in the CP congregations. The Community Coordinator works in close partnership with the Community Ambassador and is supported by the Regional Manager.

**A person would love this role if he or she is committed to Jesus, enjoys managing relationships and processes, and has a passion for mobilizing others to serve vulnerable children and families in their local community.**

### Who is a Community Coordinator?

**Competency** | Proficient in email and Internet use. Comfortable facilitating meetings and extending invitations for people to join the CP community. Good at staying connected with people, following up and working independently.

**Capacity** | Actively engaged in a church and trusted by church leadership to serve in this role. Well-respected by others. Able to dedicate 3 – 5 hours/week to performing this volunteer role.

### What do they do?

#### CarePortal Community

- Invite churches to join the Active Community & host regular AC gatherings
- Proactively support ministry leaders in your Active Community churches through regular coaching and dialogue
- Collaborate with Community Ambassador to engage, empower & equip church pastors
- Help churches collaborate more effectively to meet needs across the spectrum of the Grid
- Participate in periodic regional meetings & work with Regional Manager to establish goals and identify gaps in the care of children and families in your community
- Strengthen skills and develop knowledge by engaging with other coordinators in your area.

#### CarePortal Technology

- Train Church Point People and Ambassadors on how CarePortal technology works
- Regularly review agency requests and church responses
- Occasionally log in to the Coordinator interface and ensure that Active Community information is accurate
- Report issues and recommend enhancements to the Regional Manager

To express interest in filling this role in your community, please click here: <https://careportal.org/coordinator-application/>