

CRU - WORLD HEADQUARTERS POSITION DESCRIPTION

Business Title: Partner Ministry Liaison
Ministry/Team: Cru Inner City/Chicago
Reports To: City Director / Partner Ministry Coordinator
FLSA Status: Non-Exempt
Prepared By: Marc Henkel
Prepared Date: January 25, 2019
Approved By: Ada Morgan, 6/12/2019
Job Code: MKTCOR-Marketing Coordinator - (UN2/8)

MISSION: Cru is a caring community passionate about connecting people to Jesus Christ.

SUMMARY DESCRIPTION OF POSITION:

The Partner Ministry Liaison will represent Cru Inner City to our church partners and represent our church partners to our staff/ministry. The role will communicate with church partners regularly via email, phone calls, and face-to-face meetings/events. The role will administer the ministry's partner database and the ministry's compassionate product system, including requests, allocations, and follow-up reports. The role will facilitate gatherings and trainings specific to after-school children's ministry. The role will work closely with other staff on the Partner Ministry Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

As an employee with Cru:

- Actively and intentionally grow in your Christian faith
- Maintain a positive witness for Christ
- Express a dependence on the Holy Spirit
- Share what God is teaching you
- Build on-going relationships with inner-city pastors and leaders
- Serve as the S.A.Y. Yes! City Coordinator, which includes planning and implementing after-school ministry trainings and networking breakfasts
- Assist in trainings and networking meetings for church partners
- Assist in facilitating compassionate product orientations, packing and distribution events, such as Boxes of Love, Homeless Care Kits, Easter Bags, and PowerPacks
- Communicate regularly with church partners via email, phone calls, and face-to-face meetings/events
- Oversee and maintain the ministry's Partner Ministry database using Google Sheets
- Administer the ministry's compassionate product system, including requests, allocations, and follow-up reports
- Assist in neighborhood prayer and outreach gatherings
- Participate in staff meetings, prayer meetings/events, and staff development meetings/activities
- Participate, as needed and available, in the ministry's seasonal donor events and mission experiences, such as the spring break mission trip hosted by the ministry in March, and the ministry's fund-raising dinner in April/May

- Actively raise and maintain financial support necessary to support wage compensation requirements according to corporate compensation policies and set rates.

OTHER FUNCTIONS (Non-essential)

- Demonstrate and model personal spiritual discipline and assist in development of an environment on the team where individual team members grow in their own Christian walks.
- Personal development - engage in the Staff Development process, including creating and implementing a Professional Development Plan, and Position Focus sheet, targeting areas of growth
- Perform related duties or special projects as assigned.

SUPERVISORY RESPONSIBILITIES

This job would not entail any on-going supervision of Cru staff. While they are coordinating various trainings, other staff would assist them and report to them for that particular event. This position would assign and direct the set up of the events. They would also oversee some of the relationships of church partners that our ministry has. They would attend partner ministry visits to ascertain partnership. They would help evaluate the effectiveness of partnerships.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Personable, friendly demeanor
- Oral and written communication skills
- Aptitude for using computers, Internet technology, and social media
- Social, economic, educational, political, and justice issues facing those in Chicago

ABILITY TO:

- Analyze situations accurately and adopt an effective course of action
- Identify and initiate tasks and procedure to help facilitate efficiency and stewardship
- Establish and maintain cooperative and effective working relationships with others
- Meet schedule and time lines
- Plan and organize work
- Use Google apps proficiently, such as Gmail, Calendar, Docs, Sheets, Forms, and Slides
- Train leaders in various areas of ministry
- Develop and follow a lesson plan
- Coordinate and oversee projects
- Organize and input data in a database

EDUCATION and/or EXPERIENCE

Associate degree plus two years of experience working with church ministry, including youth ministry, outreach and discipleship.

WORK ENVIRONMENT -

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

CHRISTIAN GROWTH

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in the "Standards and Expectations" section of the employee handbook.