



NorthPoint Church

Community Impact Coordinator Job Description

Department: Community Center

Objective:

The Community Impact Coordinator extends the mission and vision of NorthPoint by strategically selecting and engaging local partners and creating opportunities for NorthPoint to serve the community. This role is NorthPoint's direct connection with our community partners, identifying and fostering partnerships with non-profits, schools, and other local organizations to maximize the NorthPoint's community impact. The Community Impact Coordinator creates opportunities for NorthPoint community to get involved in serving our community in a variety of ways - including but not limited to foster care and adoption, food pantries, and other donation-based and hands-on service opportunities - while working closely with church leadership to ensure these partnerships reflect NorthPoint's mission of cultivating communities of grace and truth.

Compensation/Status: Part-time, hourly (non-exempt); approximately 12-15 hours/week. Refer to the NorthPoint Employee Handbook for details.

Key Responsibilities: The Community Impact Coordinator is charged with:

Local Partners

- Identify and foster partnerships with community organizations, schools, and other local partners to maximize the Community Center's impact.
- Evaluate and select sustainable non-profit partnerships and determine how best to work with them (sample past partnerships include USCRI and ICOACH).
- Develop criteria for evaluating effective partners and serving opportunities.
- Develop a schedule of volunteer activities with non-profit partners.
- Assist in synthesizing and recommending local needs for the Give Initiative.
- Sample serving opportunities include: welcoming refugees at the airport; setting up refugee apartments; family-friending a refugee family (6-month commitment); helping refugees with groceries, laundry, and other errands; ESL classes for adults; back-to-school enrollment events; and collections for local food pantries.

Developing Volunteers

- Create opportunities for the NorthPoint community to get involved in serving the community in a variety of ways, including but not limited to foster care/adoption, food pantries, and donation-based or hands-on projects. (For example: Meals from the Heartland and annual Community Serve Day)
- Regularly invite the NorthPoint community to be involved with our partners through planned serving opportunities and item collections.
- Train volunteers on NorthPoint culture, partner-specific culture, and appropriate interaction and expectations.

- Build a sustainable communication plan to regularly update and invite volunteers who are interested in serving.
- Train and empower volunteer leaders who can multiply current efforts by stepping into areas of responsibility.

Community Impact Coordinator is NOT:

- A hands-on social worker providing direct services to individuals in our community.
- The sole point of contact for every serving opportunity without a trained volunteer team.
- A case manager for partner organizations' internal operations.

Qualifications:

- A strong personal faith in Jesus Christ and a strong alignment to the mission, values, and staff plumb lines of NorthPoint Church.
- A flexible team player with high integrity, spiritual maturity, and self-motivation.
- A heart for the community and those in need.
- Proven experience recruiting and leading a team of volunteers.
- Relational, with strong execution skills and proven experience connecting with people and inviting them into ministry opportunities.
- Understanding of the goals and objectives of the Cultivate Initiative.

Relationships of the Community Impact Coordinator include:

Reports to	Executive Pastor or Director of Operations - TDB
Works closely with	Community Center Team, Admin Team, and all ministry leads
Leads	Local partner volunteer teams
Supports	Other ministry leads and church leadership

Success of the Community Impact Coordinator is defined by:

- NorthPoint builds and maintains strategic partnerships with local organizations that are striving to meet community needs in our area and the greater Des Moines metro.
- Excitement and intentionality align with NorthPoint's mission, values, strategy, and impact of our church.
- NorthPoint community members, as well as the surrounding community, are being connected to the Body of Christ.
- Volunteers are consistently recruited and adequately equipped to serve.
- NorthPoint staff and leaders are supported and encouraged.

To apply, please send your resume and cover letter to Tonya Amos -

Tonya.amos@northpointdsm.com

This role requires passing a background check, providing at least three non-familial references, and adhering to all NorthPoint child protection policies.