

# NeighborLink Fort Wayne Foundation, Inc.

## Program Support Job Summary

NeighborLink has a vision to see the local Church of Fort Wayne be the hands and feet of Jesus through serving our City's vulnerable homeowners, who are our neighbors. Thousands of seniors, individuals with disabilities, and people facing life's circumstances are struggling with home maintenance and repairs who cannot physically or financially perform those tasks. The successful candidate will be passionate about seeing our mission implemented in the local community, be able administrate multiple programs at the same time, and have a heart for neighborhood development. This candidate will be the go to person that gets things done, knows where everything is at, and protects the essence of the NeighborLink model.

### **RESPONSIBLE TO:**

NeighborLink Executive Director

### **GENERAL DUTIES AND RESPONSIBILITIES:**

#### **Homeowner Repair Program Support**

We've received a large community development grant that allows NL to hire contractors to work with our volunteer teams to complete projects that don't typically get done. This is a government contract that requires this candidate to be able to work with neighbors in need, collect and manage paperwork, use the web to analyze project requirements, and then work with contractors and NL staff to get the project done. The candidate will support the Executive Director's management of this grant by keep each project detailed, documented, and moving forward towards completion.

#### **Recruitment and Training Planning**

Work with Executive Director to develop and implement a volunteer relationship strategy to attract, educate, and mobilize volunteer leaders, which we call Coaches. The candidate will help get efforts organized and executed well.

#### **Program Development & Support**

NL needs this candidate to evaluate our existing methods of program implementation and help us figure out ways to run them to be more effective and efficient. You'll not only help us execute existing programs, you'll provide supportive efforts to ensure we're doing all we can to implement them well.

#### **Project Reception & Posting**

Over 70% of the projects that get posted on our website come through our phone. One significant way this candidate will support our mission is by handing the bulk of these phone calls. You'll gather information, explain how our organization works, and post the projects online.

#### **General Staff Support**

Ultimately, we're looking for a supportive and administrative oriented candidate that desires to use their gifting for the details to join our team and help us maintain a high level of organizational effectiveness. If you can constantly find ways to help our staff offload burdensome work, you'll be a champion!

### **GENERAL DETAILS:**

Part-Time Position (15-20 hours week)

Start date: 4.15.16 or as soon as possible



[www.NLFW.org](http://www.NLFW.org)  
260.710.7611  
[Andrew@NLFW.org](mailto:Andrew@NLFW.org)

## ***MUST HAVES:***

Be able to faithfully align with and be able to implement our organization's mission of Practical Neighbor-to-Neighbor Expression's of God's love.

You have high administrative gifting and are self-motivated to stay busy, solve problems, and accomplish your goals.

Project Management Experience that ranges from organizing small groups of 4-5 people, organizing events, or helping a large group of people get organized around several projects.

The desire to talk, interact, and build relationships with a large number of people from a diverse range of socioeconomic statuses. You have high levels of interest in relational connections.

Efficiency working with current social networking websites (Twitter, Facebook, Vimeo, etc.), Apple software products, and be able to know when to pick up the phone and make a phone call.

## ***SKILLS:***

### **You Are an Implementer**

One of the most important skills the successful candidate brings to NL is the ability and desire to get things done. You want vision, goals, and then the autonomy to get it done. You thrive on knocking things off your checklist and are always looking for ways to fill it back up again.

### **You Like to Coordinate Things**

You can plan an event as easily as you can keep 25 projects organized and on track. The candidate loves to connect people that should meet and know a good partnership opportunity when you see one. A group of 100 volunteers that need to find projects and get all the details to execute them excites you more than a slow day in the office.

### **You're Reliable and Flexible**

If you say you're going to do something, you mean it. You will have a lot of different projects relying on you to do what you've promised you can do. Since you'll be in a supportive role, the need to be available some evenings and weekends will be necessary. We have weekend and evening trainings or events that will require your administrative skills.

### **You're Able to Work Independently**

NeighborLink is a flat organization and each staff person is responsible for their specific set of goals. You'll need to be able to understand the vision, take direction, and then run with it. You'll also have the flexibility you need to accomplish your job responsibilities the best way you know how.

## **IF THIS IS YOU.....**

Please email your resume to [Andrew@NLFW.org](mailto:Andrew@NLFW.org)

For more information on NeighborLink Fort Wayne, visit, [www.NLFW.org](http://www.NLFW.org)

NeighborLink Fort Wayne is an Equal Opportunity and Affirmative Action employer



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