

**Keawala'i Congregational Church
United Church of Christ (USA)**

POSITION DESCRIPTION

Job Title: Outreach Coordinator
Reports To: *Kahu*/Pastor
Date Position Is Available: Immediately

Summary

This position works with the *Kahu*/Pastor and members of the Outreach Committee. The primary duty of the coordinator is receiving and presenting all grant requests from individuals and/or families who are residents of Maui County, including the islands of Maui, Moloka'i and Lāna'i.

Hours

Six (6) hours per week. Each month the employee will submit a monthly time sheet to his / her supervisor. Hours worked in any week may not exceed 10 hours.

Compensation

An annual salary of \$4,539.00 will be paid on the fifteenth and last day of each month.

Essential Duties & Responsibilities

- Receive all requests for grants from individuals and/or families who are residents of Maui County, including the islands of Maui, Moloka'i and Lāna'i.
- Interview all potential recipients utilizing the approved intake form developed by the Outreach Committee.
- Use due diligence in verifying the reliability of all persons making a request. This may include calling a landlord to verify that the person is a renter; checking with health care providers on medical bills; contracting the appropriate utility company regarding outstanding expenses, etc. All persons making a request will be informed that this is a part of the process and should furnish copies of the lease or bill that is to be paid.
- Follow-up on requests when the information received is incomplete. Keep on file all information for each request that is given a reference number. This may include a copy of the lease, the check, the letter written and any other documentation.
- Prepare a summary sheet with details of each request received for the month that is coded by number. For example: #15-103. The first two numbers represent the year.

The Coordinator's Supervisor reviews the summary sheet and it is emailed to each committee member on the Friday prior to the committee meeting. For reasons of privacy and confidentiality no one requesting assistance will be identified by name.

- The Coordinator will attend the regularly scheduled monthly Outreach Committee meeting and present grant requests to the committee at the meeting for review and action, along with any recommendations from researching the grant request.
- Do all the follow-up work once a request is approved including the submission of check requests and the preparation of a cover letter to accompany each check that is issued to a company, landlord, etc.
- Make certain that all check requests for rent payments include a Federal Tax Identification Number of the landlord. In some instances, a Social Security number may be needed.
- Document the name of a contact person if a referral is made by another religious or community organization.
- Partner, whenever possible, with other religious and community organizations in providing shared support.
- Notify all persons who requested assistance to inform them of the decision made by the committee.
- Write a thank you letter for all thank you cards and letters that are received from grant recipients and keep them on file.
- Update the file of people that received grants each month. Check all requests to see if they are repeat requests being made by the same person within the last three years. Such requests will be deemed ineligible for consideration and support.
- Update and maintain the listing of potential partners and the listing of social service agencies and organizations with addresses, contact people and contact information including email addresses and telephone numbers.
- Update the Local Mission Fund brochure in consultation with *Kahu*.
- Keep accurate files.
- Maintain anonymity of all persons requesting assistance.
- Sign for custody of all issued church equipment. (Phone, etc.)

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education: A high school diploma or college degree.

Work Environment

The primary work environment will be “at home.”

Personnel Information

As a Casual, Part-Time employee, no employee benefits, such as pension, health insurance, vacation and sick leave pay are included with this part-time position.

If hired, the employee shall comply with policies contained in the Church Employee Personnel Handbook, and any revisions made to it.

Review

There will be a 3-month probationary period, starting from the first day of employment, during which time the employee will be evaluated for suitability for ongoing employment.

The Personnel Committee in consultation with the members of the Outreach Committee and the *Kahu* shall be responsible for evaluating the Outreach Coordinator’s performance.

Application Process

Send cover letter and resume to:

Thom. Probst
Chair – Board of Trustees
Keawala`i Congregational Church
5300 Makena Road
Makena, HI 96753

or

E-mail: kumu_thom@yahoo.com