

Position Description: JWJ Recruiting & Communications (R & C) Coordinator

Reports to: Associate Director, Senior Director

FLSA Status: Full Time; Non-exempt; Hourly Wage

Job Summary

Individual is responsible to assist the Associate Director and Senior Director in various aspects of daily operations and is involved in collaborative decision making within the team. The job will include active team building and conflict resolution both with students and with staff. The R & C Coordinator will be responsible for many administrative tasks, including phone calls, emails, social media, scheduling, recruiting, and all official channels of communications.

Organizational Strategy

The Recruiting & Communications Coordinator will:

- Establish and maintain relationships with high schools, colleges, youth groups and church pastors in an effort to promote the Joshua program
- Recruit new applicants and establish relationships with interested entities
 - Build on Joshua's "Triad" – *Passion, Mission, Vocation*
- Work directly with Media Coordinator to curate posts and marketing email blasts; create schedules for increasing online and social media presence
- Promote and execute "Preview" weeks
- Establish and manage a robust Joshua Alumni database; work with former (graduated) students to actively promote Joshua program
 - Design and provide marketing materials / "Recruiter Kits" to interested Alumni
- Develop spiritual conversations with students and challenge them to live effectively and spiritually in the pursuit of Holiness
- Foster sincere desire for the spirit of humility and a heart of submission essential in a servant leader
- Obtain detailed insight and contextual background into the inner workings and operational procedures of a large-scale discipleship program
- Maintain schedules, student activity lists, rosters, and communications in order to smoothly run the program
- Sharpen the ability to balance grace and discipline in leadership
- Develop a sense of discernment and wisdom for making sound leadership decisions
- Gain a greater sense of balance and discipline in their own life and ministry
- Assist in planning and organizing program events, including meetings, work projects, discipleship groups and trips
- Provide first-hand experience in dealing with difficult people, situations and decisions
- Impact Joshua students by modeling honesty, purity and integrity

Managing

The Recruiting & Communications Coordinator will:

- Develop Joshua students' strengths, and help correct issues
- Create and promote a positive work and living environment
- Maintain operational supplies
- Prioritize and manage multiple projects simultaneously exercising timely follow-through
- Answer student questions, and make decisions within the program
- Pick up mail and deliveries daily (Monday-Friday)
- Process credit card statements and receipts for Associate and Senior Director
- Process check and money requests for trips and reimbursements, etc
- Assist in classroom instruction; classroom activities

- Handle phone interactions including interviews, recruiting opportunities and other types of outreach
- Facilitate 'Pause' schedule and communication with Pause families
- Facilitate and communicate the Weekend work schedule, including managing and communicating with departments, staff and students
- Maintain and communicate the SWEEP schedule
- Manage the application website, and handle applicant interview scheduling
- Maintain and manage the Joshua Point of Sale system (store); money and timely turn-in
- Invest in the students and their growth
- Attend weekly staff meetings and team prayer
- Set and work toward goals for the year
- Participate in staff activities
- Drive students to Fresno, as required
- Be responsible for at least one book discussion
- Be intentional in direct ministry with students
- Update Evernote, CircuiTree and other filing and communication systems in a timely manner

General Qualifications

- Evidenced commitment to the Christian faith and a desire to share the knowledge of Jesus Christ with others
- Able to agree with our Statement of Belief and abide by our Standard of Conduct
- Commitment to excellence
- Manage and utilize camp resources with biblical view toward stewardship
- Willingness to adjust hours to accommodate the needs of the job

Specific Qualifications

- Education of a bachelor's degree or equivalent
- Possess a desire for Discipleship & Ministry
- Must be a spiritual leader as well as a natural leader, a team player and a decision maker
- Must be willing to resolve differences and address conflict in a timely manner
- Willing to get in the trenches, have a servant's heart, take risks and have fun
- Willing to graciously submit to authority, both within Joshua and the greater Hume Lake structure

Physical Demands

- Must be able to stand and/or sit for extended periods of time
- Must be able to work in extreme weather conditions
- Must be able to lift and/or move up to 25 pounds; increased amounts of weight may be required
- Extended out-of-town and/or overnight travel will be required (14 days + at a time)

Other

- Must be able to pass and complete all California Class-B driver's license requirements; required to drive students throughout California
- Perform other related duties and assignments as required
- Hume Lake maintains the right to reassign or change duties as required
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position