



Beyond Acres Coordinator Position Description

Reports to: Adult Program Manager
Status: Hourly Part-Time- 28-32 hours/week
Work Location: Duvall, WA

POSITION SUMMARY:

The Beyond Acres Coordinator is responsible for maintaining the current Beyond Acres Program as well as building out an extension of the current program that is able to meet the further needs of former Acres of Diamonds residents. As part of this role, the Beyond Acres Coordinator will develop and maintain relationships with current and former residents, offer support and resources to former residents' children, work closely with volunteers, and liaise with related service organizations to create a smooth and healthy transition for residents as they leave Acres of Diamonds.

DUTIES & RESPONSIBILITIES:

- Establishes Relational Connection with Former Residents and Current Acres Residents
 - Meets with former residents to provide support, encouragement, prayer, and resources. Refer former residents to Resident Care team as needed for counseling and case management.
 - Plans initial Beyond Acres Meet-and-Greet events to get to know families. Plans other events to build ongoing relational connection.
 - Attends Kennedy Campus Residential Program dinners and birthday parties once a week to connect with current residents.
 - Coordinates Beyond Acres introduction meeting during Kennedy Campus resident's first 30 days of program and connects with residents upon move-out.
 - Develops and implements a social media page for former residents.
 - Connects families with volunteer coaches and mentors as needed.
- Drives Program Development
 - Becomes familiar with current Beyond Acres Program and participates in planning for further program development.
 - Stays up-to-date with community resources, connecting with other agencies to learn about options in the area. Develops an online resource list with volunteer support.
 - Works with volunteers to plan regular workshops/events specifically designed for Beyond Acres families.
 - Attends weekly supervisor and team meetings.
- Creates and maintains policies and procedures for all areas of responsibility.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- Personal relationship with Jesus Christ and active in a Christian church.
- Experience with or training in Trauma Informed Care preferred.
- Work or volunteer history with individuals who have experienced homelessness.

- Knowledgeable about resources for low-income individuals and families in King and Snohomish County.
- Experience building cross-departmental or inter-agency service partnerships preferred.
- Experience performing services such as assessments, records maintenance, and volunteer support.
- Exhibit excellent oral, written, and interpersonal communications skills to facilitate effective interactions with clients, donors, volunteers, and staff.
- Sensitivity to the needs of clients, volunteers, staff, and donors from diverse cultural and economic backgrounds.
- Ability to prioritize and organize workload and manage time independently to meet deadlines.
- Ability and desire to work collaboratively with a team.
- Available to work some evenings and occasional weekends.
- Valid Washington state driver's license and ability to travel to frequent offsite meetings.

Acres of Diamonds is a Christian 501© 3 organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives. It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission, and character of Jesus Christ.

Send Resume and Cover Letter to madalaineh@acresofdiamonds.org. Only qualified candidates will be contacted.