



Position Details

Job Title: Mobilization Coordinator

Reports to: Manager of Mobilization

Status: Full time, Non-exempt

Pay Rate: \$18.00

Job Description:

The Mobilization Coordinator helps coordinate volunteers to serve across our various campuses. Develop relationships with those that come alongside the mission and our staff to create opportunities for individuals to use their time, talents, and treasures while partnering with the mission to help Rescue, Restore, and Empower through Christ-centered communities of transformation.

Who you are:

- Passionate about connecting people and helping them find their purpose.
- Detail-oriented with a knack for seeing how one person makes a difference.
- Confident with email, MS Office, and using a database.
- Able to communicate and feel comfortable speaking in front of others.
- Relationships are a big part of your daily life.
- Able to work in a fast-paced and constantly changing environment.

What you'll do (just the basics):

- Organize, schedule, and communicate with volunteers.
- Call, email, write letters of support and thank you notes, and build relationships with volunteers.
- Communicate with various departments and campuses to fill areas of need.
- Able to work evenings and some weekends.

Bonus Points:

- You have the flexibility to adapt to changes and take on new responsibilities as the needs arise.
- Able to see someone's heart and passion and be able to help them get connected.
- You excel at communicating and articulating the finer points of Chinese food.
- Have the uncanny ability to type an email with one hand while holding a nerf gun in the other.

Requirements:

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies and

prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org

No phone calls.