

OVERVIEW

Reality SF is a church community located in San Francisco, California, that is committed to following Jesus and seeking renewal in our city. We are committed to doing this by being with Jesus, becoming like Jesus, and doing what Jesus did. Our Justice & Outreach (J&O) ministry contributes towards this vision by caring for poor and marginalized people, working for more just systems, and educating and activating our congregation to partner with God's renewal work. To that end, we are looking to hire a talented and dedicated Justice & Outreach Program Coordinator.

ROLE SUMMARY

The Justice & Outreach Program Coordinator will be responsible for implementing and expanding new and existing programs to serve our community with the supervision and support of the J&O Pastor.

The J&O Program Coordinator will be responsible for coordinating the Family Drop-in Center pilot (launching Spring 2024). The Family Drop-in Center is a new ministry initiative to serve our unhoused neighbors staying at the Buena Vista Horace Mann (BHVM) Stay-Over program, across the street from our church. The pilot will include a weekly Thursday morning breakfast and respite space for families and children from 7-10AM through the end of the school year. The Program Coordinator will also contribute to the future growth and development of this initiative, responsive to the needs and assets of our community.

In addition, the J&O Program Coordinator will work closely with the J&O Pastor and leadership on various ministry goals and projects, helping to identify outcomes, create solutions, and align processes that administratively and strategically support the growth and maturity of J&O programs, initiatives, and events.

QUALIFICATIONS

- Love for Jesus and His Church
- Love for ministry in an urban context and for San Francisco/the Mission District specifically
- Agreement with the statement of faith and theology of Reality SF
- Character and lifestyle of a deacon as described in 1 Timothy 3:8-13

JOB DESCRIPTION

- An understanding and appreciation of the Bible, Biblical theology, and historic Christian traditions
- Heart for the church to be active in seeking justice and renewal locally
- Cultural humility and a desire to learn and partner with others from diverse backgrounds

SPECIFIC DUTIES & RESPONSIBILITIES

- Develop & Coordinate Family Drop-in Center
 - Contribute to strategy and implementation of the initial roll-out plan, including iterations throughout the pilot period.
 - Serve as the primary staff contact for the program and the day-of point person.
 - Manage the weekly program flow and logistics, including food and supply orders, event preparation, and administrative support.
 - Contribute to creating and improving program processes, including volunteer management.
 - Support volunteers and leaders in roles ranging from hosting to meal preparation, including helping to identify and implement relevant training, guidelines, and support.
 - Assist hospitality volunteers in creating a warm, welcoming, and peaceful place for our neighbors in a way that facilitates building relationships and rapport.
 - Lead program evaluation efforts (e.g. feedback surveys, participant interviews) to recommend changes, improvements, or additions following the pilot period.
 - Play a key role in managing key nonprofit & school partnership relationships.
- Provide Support for other J&O Programs
 - Support the weekly Food Pantry (Saturday mornings) in collaboration with J&O Volunteer Coordinator and volunteer leaders (Food Pantry coordinators, etc.)
 - Assist in planning and executing other programs and initiatives such as churchwide serving events, outreach team gatherings, and appreciation events.

JOB DESCRIPTION

- Contribute to the J&O Team & Leader Support
 - Participate in regular meetings with J&O Pastor and J&O staff team to achieve department goals.
 - Assist with coordinating monthly J&O volunteer leader meetings, leader trainings, and other events.

KNOWLEDGE AND SKILLS

- Bilingual (Spanish) strongly preferred
- Relevant educational background (e.g. social work, urban ministry, etc)
- Experience working with poor and marginalized populations
- Detail-oriented and administratively skilled
- Experience or interest in program design, development, and evaluation
- Ability to lead projects autonomously and skilled at working collaboratively
- Volunteer management experience or related skills

JUSTICE & OUTREACH PROGRAM COORDINATOR

JOB DESCRIPTION



Status

Full-time

Reports to

Justice & Outreach Pastor

Salary Range

\$55-\$65k annually DOE

Benefits

Medical

Dental

Life Insurance

Paid Leave

Works with

J&O Pastor

J&O Volunteer Coordinator

Community members & partner organizations

Other staff ministry leaders & pastors (as needed)

To Apply

Email resume and a greeting to lindsay@realitysf.com