



HAYWOOD ST

## Companion Coordinator

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The Companion Coordinator is responsible for ensuring that all Haywood Street Congregation ministries and programs are adequately staffed with volunteers, and for upholding the unique organizational mission and vision as he/she works to integrate individuals and groups desiring to serve into the life of the congregation.

**Direct Supervisor:** Executive Director

### **Duties and Responsibilities:**

- Organize and distribute companions for all Haywood Street Congregation and Haywood Street Respite ministries.
- Recruit, train, support and supervise Supporting Companions to nurture companions in the various ministry areas.
- Maintain consistent communication with companions through e-mail, newsletters, announcements, conversations, bulletin boards, and in other creative ways.
- Lead orientation sessions for new companions and groups desiring to serve.
- Publicize opportunities to serve within high priority communities (i.e., partner churches, public housing, homeless shelters).
- Maintain close communication with program staff regarding companion needs and opportunities.
- Be present during prime ministry hours on Sunday and Wednesday.
- Manage information pertinent to the companion ministry (i.e, ministry gifts and preferences for individual companions, job descriptions for key positions, reports summarizing companion service, list of current service opportunities, shared calendar or sign up schedules).
- Acknowledge and recognize companions for their service.
- Nurture and encourage new ministries that are introduced by companions and are consistent with the organizational mission and vision.
- Participate in weekly staff meetings.

**Minimum Qualifications:**

- o Coordination experience (i.e, projects, information, employees, volunteers)
- o Thorough understanding and acceptance of the Haywood Street Congregation mission and vision
- o An undergraduate college degree
- o Proficiency in MS Word and Excel

**The ideal candidate will also have:**

- o Excellent communication and interpersonal skills
- o Ability to work within a diverse community and appreciate different perspectives
- o Experience working with marginalized populations
- o Excellent organizational skills
- o Flexibility and adaptability
- o Willingness to work non-traditional hours (some evenings and weekends)

To apply, please send cover letter with resume including three references by February 9<sup>th</sup>, 2018 to:

Haywood Street Congregation  
PO Box 2982, Asheville NC 28802  
HaywoodStreet@HaywoodStreet.org