

Position: Assistant Blessing Coordinator

Department: Care Team

Wage: \$15/hr

Combined Schedule: Monday-Wednesday, every other weekend

Reports To: Comm Outreach Pastor

Exemption Status: Non-Exempt

Hours: 20 hours/week.

Summary of Duties

The Assistant Blessing Coordinator supports the Blessing Coordinator in assisting CTK attenders experiencing a financial crisis. This help is an extension of the pastoral work done by ministry staff and volunteer leaders. This position is based at the front desk primarily to assist walk-ins and do initial screenings for Blessing requests.

Essential Functions

- Assist the Blessing Coordinator in discerning financial needs of CTK Bellingham attenders which may include: telephone pre-screenings, review of applications, interviews, research around client's situation, finding and recommending community resources, client communications, processing of payments, tracking and follow-up after situations
- Assist with the processing of counseling and scholarship requests
- Assists The Blessing Coordinator with payments, mailings and other tasks as assigned
- Be part of proactive conversations between the Blessing Coordinator and other CTK staff to continually improve collaboration and appropriate referrals
- Assist with all reception duties, focusing on walk-in guests, phone calls, and financial request screenings
- Assist Welcome Team Director in recruiting, developing, training, and supporting Connection Point volunteers who provide excellent customer service and accurate information on the weekends
- Cover all time off for the Blessing Coordinator and the Welcome Team Director
- Attend all staff, departmental and team meetings to ensure excellent collaboration and integration of your work into the whole organization's work
- Attend applicable trainings, be an active and effective learner
- Assists other teams if time permits on events, memorials, projects, etc.

Knowledge, Skills, and Abilities Required

- Experience working with people through ministry, social service or volunteer positions that involved working with diverse groups of people preferred
- Active Christian faith and ability to integrate one's personal faith into social service type work; able to find God in the midst of difficult life circumstances that don't resolve easily
- Basic skill with Microsoft Office, Google and database applications
- Basic skill with financial tracking
- Demonstrated ability to balance discernment and compassion in decision-making
- Good listening and communications skills, including providing feedback and suggestions
- Ability to set boundaries when necessary
- Ability to apply principles and concepts to new situations
- Ability to work with policies and procedures, yet be willing to be flexible when needed
- Ability to self-manage detailed work including prioritizing, multi-tasking and follow-up
- Ability and desire to work toward seeing each person as God sees them, and not define them by their situation
- Willing to take direction, ask questions and learn from each situation

- Willing to learn about and embrace the CTK culture
 - Comfortable praying with people during brief interactions
 - Must be willing to attend CTK Bellingham as their primary church
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