

# Love INC Ministry Opportunity

**Job Title:** Clearinghouse Coordinator

**Reports to:** Executive Director

The Love INC Clearinghouse takes many requests for help each year. These calls are answered by caring volunteers who listen to understand people's situations and direct them to the most appropriate source of help.

## Job Description

Coordinate Love INC Clearinghouse activities.

## Responsibilities

This part-time position of 12 hours per week includes a wide range of responsibilities, including, but not limited to the following:

- Recruit, train, supervise and schedule volunteers.
- Educate volunteers in the philosophy of Redemptive Compassion.
- Review and analyze client files, determine resource needs are manageable and specific and maintain accurate client records.
- Maintain accurate records of agency services, church ministries, and all referral relationships, including Love INC partner churches and existing church ministries.
- Oversee the maintenance of the client database.
- Produce Clearinghouse activity reports.

## Qualifications

- Personal relationship with Jesus Christ and agreement with the Apostles' Creed.
- Discernment, non-judgmental attitude and ability to listen, empathize, and accept others.
- Healthy, professional boundaries.
- Good telephone and communication skills.
- Basic computer proficiency, experience with Microsoft Office and Google helpful.
- Ability to work independently and cooperatively.
- Reliability and dependability.

**Interested parties should send resume to Executive Director Jolene Snow**

- By mail to Love INC of Greater Hillsboro, PO Box 4131, Hillsboro, OR 97123.
- By email to [ed.loveinc@gmail.com](mailto:ed.loveinc@gmail.com).