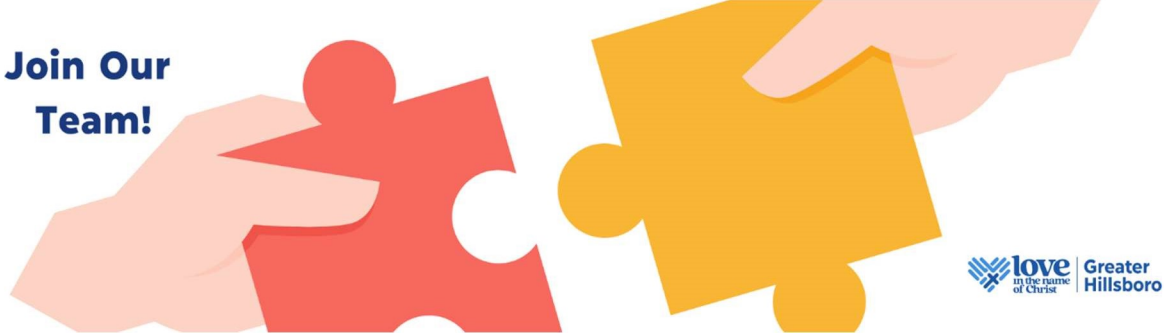


**Join Our
Team!**



Job Title: Restoring Hope Coordinator

Reports to: Executive Director

The Love INC Restoring Hope program offers life skills classes to the community and church members. These classes offer practical skills and life changing concepts.

Job Description

Coordinate Love INC Restoring Hope activities.

Responsibilities

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

- **Class Participant Engagement and Recruitment:** Coordinate to identify and promote program to potential participants from Love INC Clearinghouse, churches, and community
- **Program Night Coordination:** Manage and oversee program activities on site each week while class term is in session
- **Tracking and Statistics:** Oversee the collection of relevant statistics, maintenance of the participant database, and produce Restoring Hope activity reports
- **Ongoing Program Development:** Collaborate with other Love INC staff and Restoring Hope team to continue to grow class offerings and develop mentorship program

Qualifications

- Personal relationship with Jesus Christ and actively involved in a church home
- In 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
- 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

