

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 19 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 how to resource needs that 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, agreement with the Apostles' Creed and actively involved in a church home
- 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