



# Hope Street Ministry, Inc

## JOB DESCRIPTION

### DIRECTOR OF COMMUNITY RELATIONS

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#### Greenhouse Language

Hope Street is the Greenhouse for People on 26th and Capitol.

We help broken men, women and children cultivate hope. We protect from outside elements but most importantly we grow together in a relationship with Jesus Christ. Hope Street is home to about 40 men, women, and children whose lives have been profoundly affected by the toxic environment they grew up in, their own poor choices, and drug and alcohol abuse. Empowered by the active Grace of Christ, the staff, volunteers and members cultivate a nurturing community in which all can live, learn and develop new habits that will help people flourish.

#### Cultivate Hope

A greenhouse is an environment where growth can happen. We see the hope of growth being cultivated by a mutual respect that comes from an intrinsic, divine dignity. We are all, despite our individual, cultural, and many other brokenness' created in the image of God and therefore equally invaluable. To that end as adults we will encourage each other, offer suggestions, and give examples of choices and possible consequences or outcomes. In most cases we will not make choices for others, telling them what they "need" to do. Growth comes from making wise choices, but if someone else is making most of the choices for an individual, the chance for growth and lasting transformation in that individual is minimalized or even destroyed.

#### Protect

A greenhouse is also a place that protects its "plants" from outside elements. Toxic relationships, violence, bad thought patterns, evil, unhealthy diets, lack of exercise, drugs, alcohol, are many of the norms we see in the culture right outside our doors. We refuse to allow these and other poisons in our greenhouse for people because we know they could kill any of us. We all need this protection.

#### Grow Together

Our community is led by an Individual who delights in us, even and especially in our weakness. Jesus is the source of our hope, joy, and peace. Each of us as His image bearers have the choice to allow Him, specifically His love for us to change us into even more and more of His likeness. As we receive and glory in this state of belovedness He becomes our beloved as well! In and through this communion we will love ourselves in reverence of Him and quite naturally we would love others as we see His glory in them. It is only in this community we can truly flourish.



These are non-negotiable. We have room for lots of debate and encourage dissenting opinions, different perspectives, and downright disagreements. But all in the context of the framework of Greenhouse for People and the principles set forth above. We would love anyone who does not agree with us, but it would make no sense for them to work or live here.

Director of Community Relations should have a good understanding of the day-to-day activities that “run” Hope Street. You will have interaction with Executive Director, staff members, members and outside agencies that are affiliated with Hope Street. The Director of Community Relations must be resourceful, bold and extremely organized. Must be a self-starter that is able to get work done on his or her own. Must be a people person, who sees the value in listening, being present and restoring dignity. Below is a list of expected tasks to be completed by the Director of Community Relations.

### **Reception:**

- Assist staff and volunteers with phone, door and member reception
- Answer/Forward calls and messages

**Volunteer Coordination :** We value our volunteers as vital members of our community. It is important they too understand the significance of our brand and are shepherded through what it means to “do life” with people.

- **Build a Table Build a Future:** Oversee program as well as ongoing connections between volunteers and members. Facilitate leader training.
- **Serve Saturday:** Not required to be present, but give list of volunteers and tasks to Maintenance Position Friday before the service day.
- **Training:** Develop a curriculum that clearly states hopes, expectations and policies.
- **Volunteer Appreciation:** Develop a healthy rhythm of gatherings or ways to show appreciation for Hope Street volunteers.
- **Monthly Hope Street update** (census, happenings, etc.)
- **The Vine:** Coordinate volunteers and oversee volunteers during open hours.



**Kids Programming: We believe in equipping the next generation to live, learn and develop new habits, which allow all to flourish.**

- Develop Sunday Community gathering for youth. Oversee and coordinate volunteers.
- Field Trip coordination
- After-school activities (tutoring, games, classes, snack etc.)
- Develop Flourishing Metric for our Youth by working closely with Social Worker (Hannah).

**Marketing: Hope Street has been around for nearly 20 years with very low visibility. The goal is for Hope Street to become a known entity over the next 3-5 years in our city and state.**

- Oversee Social Media platforms for Hope Street, which include but are not limited to: Instagram, Facebook, Twitter, LinkedIn, YouTube.
- Develop marketing strategy for constant communication with donor database, followers and supporters.
- Creatively tell Hope Street's story through film, newsletters, photos etc.
- Create content that promotes and explains the significance behind Hope Street, Shechem, TableMaker and any other part of the organization.
- Work closely with Hannah (Social Worker) to ensure website is up to date and relevant.
- Think outside of the box!

**Event Planning: Brainstorm and bring creative thoughts to life through engaging events that invite people into life at Hope Street.**

- Communication with Event Coordinators at different venues
- Be a part of vision casting/storytelling of events with Executive Director. Oversight of vision being carried out.
- Volunteer oversight: Communication and Coordination.



**The position will have an annual salary and be dependent upon work experience and expertise. This is a full-time position; full benefit package available upon request.**