

BETHLEHEM LUTHERAN CHURCH
NEW ORLEANS, LA
Job Description

Position Title: Community Resilience Coordinator

Position Summary: The Community Resilience Coordinator strengthens our ability to serve our neighborhood and bolsters our development as a community lighthouse hub with Together New Orleans. The Coordinator grows and maintains relationships with disaster relief organizations; leads an internal disaster response team; and supports our Community Table free meal program by growing relationships with new and existing partners, coordinating volunteers, and basic grant-writing. The Coordinator communicates effectively with online communities, neighbors, and our partners, holistically tying these initiatives to improve access to and awareness of our services and programs. This comprehensive approach not only provides relief in the wake of disasters and aid in response to community need, but also promotes a sustainable and resilient community. To apply please submit a cover letter, resume, and three professional references to pastor@blcnola.org.

Reports to: The Pastor and the Administrative Team of Bethlehem Lutheran Church

Responsibilities and Duties: The Community Resilience Coordinator works in cooperation with the Pastor in three main areas:

1. Disaster Response:

They lead an internal disaster response team at Bethlehem focused on natural and manmade disaster response that

- a. Provides food/water to our neighborhood during disasters
- b. Leverages our expected solar power/battery backup to be a well-resourced community hub for disaster response in Central City
- c. Maintains a list of congregation members to check on and care for during emergencies
- d. Creates partnerships with disaster relief organizations and political partners before disasters happen, both locally and beyond
- e. Supports our relationships with the Texas Louisiana Gulf Coast Synod Disaster Relief Team and Lutheran Disaster Response

2. Community Aid

They help coordinate our Community Table free meal program by

- a. Managing relationships with our existing partners, including Trinity Loaves and Fishes, the Jewish Federation of Greater New Orleans, and major grant supporters
- b. Working with the Pastor in developing new community partnerships to expand the program and the services we offer
- c. Recruiting and coordinating volunteers and volunteer sign-up
- d. Basic grant writing to support Community Table's operations funding
- e. Recording supply inventory weekly

3. Communications

They aid communications from Bethlehem by

- a. Posting regularly on our church Facebook page about the programs we offer and highlighting stories from those programs
- b. Providing follow-up grant reports to funders and partners
- c. Thanking and celebrating the work of our volunteers
- d. Advertising our events and programs

Skills and Abilities

The successful candidate

- a. Has strong in-person, written, and online communication skills
- b. Treats people with kindness, especially in difficult and stressful situations
- c. Has a track record of successfully partnering with non-profit and faith organizations
- d. Is comfortable with and has demonstrated experience working in multicultural and multiracial contexts
- e. Demonstrates they have successfully led long-term projects
- f. Maintains a high level of confidentiality
- g. Is able to manage and prioritize multiple projects and responsibilities simultaneously
- h. Can prepare and deliver visually appealing written reports and public presentations
- i. Is able to coordinate diverse groups toward a common goal
- j. Fosters open communication with and among staff, volunteers, and partners
- k. Can plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail

Physical Requirements:

We expect the Coordinator to make the safest decision for their wellbeing regarding evacuation when a hurricane or other disaster threatens New Orleans. However, we ask that the Coordinator makes plans to return to New Orleans as soon as immediate danger has passed to help lead and coordinate Bethlehem's disaster response.

Response to disaster is hands-on at times; and lifting and carrying may be involved. This should not limit applicants; please request or discuss accommodations if needed.

Reliable transportation preferred; however, please discuss for other considerations.

It is not possible to perform this position remotely, but much of the work can be performed off-site.

Compensation

Compensation is \$25/hour and the expected commitment is 10-15 hours a week. During times of disaster additional hours are often required and will be compensated.

Compensation includes four weeks of paid vacation each year. The dates of vacation shall be coordinated with and approved by the Pastor, with one month's advance notice.

Bethlehem Lutheran Church provides equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, citizenship, marital status, familial status, age, sexual orientation, gender identity, genetic information, pregnancy, childbirth or related medical conditions, disability or any other protected category in accordance with applicable federal, state, and local laws.