



Transformation Coordinator Job Description

Purpose: Give direction and leadership to the Transformational Ministry including classes, programs, and relationships.

Reports to: Executive Director

Responsible for:

- Provide spiritual leadership and exhibit spiritual maturity, integrity, and a commitment to personal biblical growth and spiritual transformation.
- Represent Love INC and promote the organization's vision, mission, and ministry accomplishments to churches, agencies, funders, and the community.
- Participate in Love INC National's Training Sessions and other Leadership Training opportunities.
- Participate in weekly staff meetings and other team building opportunities.
- Manage the TM Classes Ministry - including the logistics for weekly class sessions, contacting prospective participants, recruiting and training volunteers, organizing class schedules and topics, determining transportation and childcare needs, developing evaluation tools for growth effectiveness.
- Ensure the TM classes align with Love INC's mission and support the organization's goals.
- Manage the TM classes for Kids Coordinator.
- Oversee budget for TM classes ministries.
- Maintain accurate TM participant and volunteer records.
- Lead, support and contribute to the mission and goals of the Transformational Committee.
- Participate and contribute to an annual board planning retreat.
- Coordinate TM by selecting curriculum, marketing class opportunities to the community, and managing volunteers.
- Coordinate volunteer events including major donor events organizing, planning, on-site management, and post-event evaluation.
- Contribute to the overall Love INC team in any other areas of service.

Skills and Qualifications: The following knowledge, skills, and abilities may be acquired through a combination of formal education, self-education, prior experience, or on-the-job training.

- Requires a bachelor's degree or equivalent experience in management, social work, organizational leadership, ministry, community development, or related field.
- Requires a minimum of three to five years leadership experience.
- Requires excellent verbal and written communication and interpersonal skills.
- Must be a strong team player and able to work with a variety of people, but also possess the ability to work independently and take initiative.
- Experience supervising paid staff and volunteers is necessary.
- Ability to teach and influence others required.
- Must be able to handle multiple priorities effectively and under pressure.
- Requires excellent computer skills – including proficiency with Microsoft Office and databases.
- Commitment to the Church and its mandate to serve the poor as an agent of transformation.

To apply for this position, please email your resume to smiguez@loveincdesmoines.org