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Creating community connections since 1976

### Community Initiatives Lead

The Community Initiatives Lead will be part of a highly collaborative workplace and work in-office with PRC's full-time staff: the Executive Director and the Programming Lead (focused on immigration and programming). A part-time Grants Lead (focused on researching and finding funding for new areas of focus for PRC) works remotely and three part-time accounting staff work a mix of remote and in-office hours. PRC's small but skilled staff allows it to shift quickly and nimbly to address pressing needs as they arise.

Much of PRC's work is relationship-based, with partner organizations, member churches, and clients, so the Community Initiatives Lead must have excellent customer service skills. The Community Initiatives Lead works closely with other staff to coordinate logistics for PRC's food initiatives, workshops, large events, Community Meals, and more. PRC has many tracks of activity at any given moment, and this position is crucial to keeping the trains running on time. Examples of past PRC activities that this position has helped implement include:

- Serving 24,291 meals in one year and transporting more than 50,000 lbs of food;
- Organizing and scheduling over 100 volunteers to contribute 1,583 hours of donated time;
- Supporting over 80 faith communities in their membership and ongoing relationships with PRC;
- Coordinating 20 local housing organizations to provide educational workshops to 1,233 people;
- Bringing together theologically diverse churches to raise money to forgive \$3.1 million in medical debt;

Parish Resource Center (PRC) is a non-denominational collaborative hub focused on finding solutions for churches and communities. We are a growing nonprofit organization in Lancaster, Pennsylvania with a nearly 50-year history. Our approach is practical; we share resources, ideas, and support by networking churches, nonprofits, volunteers, and other organizations to address pressing needs around us. Examples include:

- providing professional trainings by experts on needed topics which can range from restorative practices to organizational leadership;
- offering contemplative programming such as retreats and yoga;
- connecting our local initiatives to national movements, which recently included sharing quarantine best practices, learned first-hand during COVID, with national partners;
- organizing volunteers and funds to address issues such as immigration and food insecurity;
- bringing in nationally-known speakers like Anne Lamott and Father Greg Boyle to energize local conversations;
- and offering shared professional services like bookkeeping.

## **Educational**

- A Bachelor's degree in a related field is required;

## **Specific Skills**

- Excellent customer service skills
- Experience planning and implementing successful programs and marketing strategies
- Detail oriented
- Be comfortable with general office technology including Microsoft Office programs and computer use, and willing to learn specific software like Salesforce, Canva, and others
- Positively contribute to highly collaborative work environment
- Ability to lead by example
- Maintain an open mind to new ideas/constructive feedback, and embrace change
- Cultivate a work environment of continuous improvement and positive morale
- Problem solving of immediate problems as well as solutions to prevent recurrence of the same issue
- Communicate effectively and respectfully both internally and externally

## **Duties and Responsibilities**

The Community Initiatives Lead's main duties are coordinating, with input from the PRC Executive Director, PRC's Community Initiatives of poverty and food insecurity, and assisting with PRC's programming. This includes:

- Coordinate volunteers and donations to support Community Initiatives, including Community Meals, Take-Home Totes, food deliveries, and Immigration Legal Services (in partnership with the Programming Lead and Executive Director)
- Assist in building and executing a marketing/fundraising plan for Community Initiatives work with the Executive Director
- Recruit volunteers (in partnership with the Programming Lead and Executive Director)
- Maintain inventory and order food from PRC food vendors, including Central Pennsylvania Food Bank
- Help to brainstorm and plan workshops/trainings, especially pertaining to Community Initiatives
- Work some evenings and weekends as the PRC staffer at PRC's Community Meals, workshops, trainings, and events

- Administrative tasks related to this work (keeping contact information up to date, organizing donations, filing, etc.)

### **General Requirements**

- Maintain an open mind to new ideas, constructive feedback, and evolving programming
- Ability to conduct yourself in a mature and professional manner
- Respectfully maintain confidentiality of sensitive information
- Willingness to perform a broad variety of tasks, both routine and specialized
- Respect for different Christian denominations and traditions, as well as other faith traditions
- Ability to receive instruction and implement changes from constructive feedback
- Ability to receive tasks and instructions and follow through to completion
- Must have a current driver's license and your own reliable transportation (mileage is reimbursed)
- Must have Pennsylvania child abuse clearances, criminal background check, and fingerprinting (or willingness to obtain these immediately upon employment)

### **Hours and Physical Requirements**

- Full-time, 40 hours per week position. Regular hours are Monday through Friday 9 a.m. to 5 p.m., some evening and weekend hours required
- Ability to lift up to 25 lbs., have a current driver's license and vehicle, and comfortable, personal mobility

### **Benefits and Compensation**

PRC offers competitive wages and benefits to employees. Benefits for full time employees include medical insurance, paid vacation, and retirement with employer contributions.

### **Reporting Relationship**

PRC Community Initiatives Lead reports directly to the Executive Director, who provides direction and oversight of their overall workflow and workload. The Executive Director oversees all PRC staff and is ultimately responsible for all PRC initiatives and programming.

### **Non-discrimination Policy**

At PRC, we value each person we work with as a unique individual and we welcome the variety of experiences each brings to our organization. As such, PRC does not and shall not discriminate on the basis of race, color,

religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. PRC is an equal opportunity employer.

## **Applications**

To apply, please send a resume and cover letter to [jobs@connectprc.org](mailto:jobs@connectprc.org). Applications will be considered on a rolling basis.