



## COMMUNITY LIAISON

### Job Description and Responsibilities

#### GENERAL INFORMATION

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|--------------------------|---|
| Position Title:          | Community Liaison   |
| Commitment:              | 20 hours per week, flexible hours   |
| Reports to:              | Service Teams Pastor  |
| Positions Reporting to:  | None  |
| Others Relating to:      | Fellowship volunteers; Community Leaders; Service Teams Director  |
| Purpose of the Position: | To oversee the Refugee Ministries at Fellowship   |
| Overview:                | The Community Liaison represents Fellowship Dallas in the community and provides oversight of our refugee outreach initiatives. The primary responsibilities include overseeing the Refugee Connect Initiative, nurturing and strengthening relationships with ethnic church partners, refugee leaders, and collaborative community partners, as well as providing oversight for Melting Pot usage and calendaring. Additional responsibilities include managing the physical space of the Melting Pot and the relationship with the apartment management. Other responsibilities include recruiting, engaging, and training potential Refugee Outreach volunteers through quarterly Cross-Cultural Workshops, overseeing the bi-annual Table Talk program and its volunteers, and building and strengthening relationships with current refugee outreach volunteers. |
| Overarching Goal:        | The over-arching goal is to support the Service Teams Department by providing oversight to Fellowship's existing Refugee Outreach initiatives, thereby providing opportunities for Fellowship attendees to engage the Vickery Meadow community and develop gospel-centered relationships.   |

#### PRIMARY RESPONSIBILITIES

##### Refugee Connect Initiative (RCI)

- Build and maintain relationships with ethnic church partners, refugee leaders, and community partners through face-to-face meetings and other forms of regular communication.
- Connect Fellowship's RCI Volunteers with RCI participants through a face-to-face introductory meeting that includes a refugee community leader.
- Provide ongoing follow-up and support to RCI Volunteers, RCI participants, and refugee community leaders.
- Lead quarterly training experiences for refugee volunteers.

## **Melting Pot Community Center (MPCC)**

- Provide oversight to the MPCC booking calendar.
- Receive and vet applications for MPCC usage.
- Manage the physical space of the MPCC and the relationship with apartment management.
- Oversee bi-annual Table Talk program and its volunteers.
- Planning and hosting refugee and volunteer celebrations throughout the year.

## **Collaboration**

- Attend monthly Dallas Area Refugee Forum
- Attend Quarterly Consultation with Resettlement Agencies
- Attend quarterly Vickery Community Action Team (VCAT) meetings

## **Service Teams**

- Recruiting, engaging, and training potential refugee outreach volunteers through quarterly Cross-Cultural Workshops
- Brainstorming and implementing creative and impactful community causes with Service Teams pastor.

## **Professional Development**

- Read and understand the holistic community transformation model as presented in *When Helping Hurts*
- Complete Sessions 1 and 2 of Fellowship's Repurposed Training Experience
- Other professional development as deemed necessary by Service Teams Pastor

## **Staff Essentials**

- Attend weekly staff prayer
- Attend monthly all- staff meetings
- Complete Weekly Check-In as related to goal planning

## **Job Qualifications:**

- Bachelor's Degree preferred
- Cross-cultural ministry experience preferred
- Exemplary Communication Skills
- Non-profit experience preferred