

Community Liaison Position



Williston-Immanuel United Church is committed to its outreach within the community, determining needs of our neighbors and seeking ways we can welcome and assist the stranger as we believe we are called in Matthew 25. We believe that "whatever we do for the least of these" we do for Christ.

The Community Assistance Program at Williston-Immanuel United Church welcomes an average of 50 family units three times each month for financial assistance and material assistance such as food and diapers. Many of our guests are new Mainers, courageous refugees and asylum seekers who have come from African countries where there is unrest and great need. Our Community Liaison and a team of volunteers welcome, interview for individual needs, provide a safe place, and supply whatever we can depending upon the resources available. Much of the goods and financial support comes from the generosity of the W-IUC congregation. The program has grown and evolved over the past four years and is expected to evolve further as needs arise.

We are currently seeking an individual to serve as Community Liaison. The Community Liaison has primary responsibility for organizing and facilitating our Community Assistance Program, connecting with and learning about other assistance programs in the area, and communicating with the W-IUC pastor and congregation about the program and other relevant issues.

The qualified individual:

- will have a sense of call and a strong commitment to social justice, and will value the role of faith in our work;
- will have experience in a helping profession (whether as volunteer or professional), preferably with a background in ministry or social work;
- is non-judgmental, and respects diversity of culture and belief;
- has a positive attitude and good listening skills;
- works cooperatively with volunteers and is able to prioritize and delegate as needed;
- is patient and flexible, is able to resolve conflict, and projects an attitude of calm in difficult situations;
- has the ability to manage and budget time, funds, and other resources;
- is a good communicator, interacting with our guests, members of the congregation and the wider community. (The ability to speak French or Portuguese would be an asset, but is not required.)

The responsibilities of the Community Liaison include:

- Communicating with other churches and service agencies in the area in order to determine what is being provided elsewhere and coordinate services where possible;
- Determining the needs of the neighbor population and assessing which needs can be met by our ministry;
- Encouraging the donation of goods and funds within the congregation and soliciting from other sources;
- Budgeting funds and supplies based on available resources;
- Overseeing and facilitating the Community Assistance Program, ensuring supplies are available and working with volunteers;
- Ensuring that records are kept of guests, services and finances;
- Communicating with church staff, leadership and volunteers; and
- Keeping the congregation informed and engaged in this ministry.

The Community Liaison is expected to devote approximately 15 hours weekly to these responsibilities, delegating tasks to volunteers as appropriate. Compensation for this part-time position is \$225 per week.

Candidates should indicate interest by December 15, 2017. Please forward resume and contact information to PastorMoulton@aol.com with "Community Liaison Position" in the subject line. Start date for the Community Liaison is expected to be January 15, 2018.