



JOB DESCRIPTION

POSITION TITLE: Refugee Life Ministries Program Director

REPORTING RELATIONSHIPS: Arrive Ministries Executive Director

STATUS: Full-time

ARRIVE MINISTRIES (AM): Is a faith-based organization, in community with the local Church, which seeks to see refugees and immigrants transformed economically, socially, and spiritually as we are transformed together by the Gospel.

JOB SUMMARY: The Program Director's primary role is to lead and oversee the Refugee Life Ministries program. Refugee Life Ministries (RLM) is a program of AM which seeks to empower the church to walk alongside refugees with the love of Christ. RLM connects Church Teams and individual volunteers (New Neighbors) with newly-arrived refugee families (through the AM Resettlement Program) and other refugees who are already in the Twin Cities who desire friendship and support. RLM staff provide initial and ongoing training to volunteers, while also regularly meeting with and checking in with volunteers throughout their one year commitment.

PRIMARY RESPONSIBILITIES:

1. Oversee Refugee Life Ministries Staff

- Lead the overall RLM program and ensure the biblical integrity and prayer-focus of the ministry
- Provide spiritual, practical, and cultural coaching and supervision for RLM staff as they support volunteers to walk alongside refugees with the love of Christ
- Delegate and oversee RLM Program responsibilities to appropriate staff based on staff strengths and capacity

2. Program Development

- In collaboration with RLM staff, continue to improve and expand the overall RLM Program
- Work with staff to design and improve training content for church teams and New Neighbor volunteers
- In collaboration with AM Executive Director and RLM Development Director, assist in expanding Refugee Life Ministries to new churches and other cities

3. RLM Events

- Assist RLM Staff, in consultation with the RLM Development Director, in determining the overall vision of RLM Events (including large group RLM Volunteer Trainings, Benefit Dinners, Celebration Picnics, CityVision Tours)
- Oversee and collaborate with RLM staff as they plan and lead RLM Events

4. Work with AM Programs

- Work closely with the Director of Arrival Services to ensure that RLM staff and RLM volunteers are working well with Reception and Placement (R&P) Case

Managers, as all players seek to serve a newly-arrived refugee family well.

- Work closely with Somali Adult Literacy Training (SALT) and Rajo Ministries staff in identifying and matching refugee families with RLM Volunteers.
- Problem-solve and improve processes for good communication between all parties working with a refugee family.

5. Communication

- Assist RLM Leadership Team in communicating the story and vision of Refugee Life Ministries through articles and stories.
- Communicate with existing and potential donors through thank you notes, appeal letters, and other communication.

6. Develop and Foster Relationships with the Community

- In collaboration with AM Executive Director and RLM Development Director, follow-up with churches interested in getting involved with RLM
- Meet with church leaders to cast the vision for involvement in refugee ministry
- Develop and foster relationships with partner organizations and community leaders who desire volunteers to work with refugee families in their networks.
- Meet with potential trainers, ministry leaders, and previous refugees in the community who could provide insight and advice into refugee ministry.

OF SPECIAL NOTE: The RLM Program Director will work closely with the Refugee Life Ministries Development Director, who oversees fundraising and provides valuable consultative insights into program development and direction.

KNOWLEDGE AND SKILLS REQUIRED:

- Demonstrated relationship with Jesus Christ.
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct.
- Agree with and adhere to Arrive Ministries' Statement on Contextualization
- A proven track record of managing and growing programs
- At least 2 years of cross-cultural experience
- At least 2 years of management and supervisory experience
- 4 Year college degree or work experience equivalent
- Excellent cross-cultural and inter-personal communication skills
- Ability to speak and lead presentations with large groups of people well
- Strong leadership skills and ability to provide cultural, practical, and spiritual coaching to staff and volunteers
- Valid MN Driver's license with proof of insurance and good driving record

SPECIAL JOB REQUIREMENTS:

Requires some evening and weekend availability.