



Hope Street Ministry, Inc

Director of Community Relations

Greenhouse Mission

Hope Street is the Greenhouse for People on 26th and Capitol.

We help broken men, women and children cultivate hope. We protect from outside elements but most importantly we grow together in a relationship with Jesus Christ. Hope Street is home to about 40 men, women, and children whose lives have been profoundly affected by the toxic environment they grew up in, their own poor choices, and drug and alcohol abuse. Empowered by the active Grace of Christ, the staff, volunteers and members cultivate a nurturing community in which all can live, learn and develop new habits that will help people flourish.

Cultivate Hope

A greenhouse is an environment where growth can happen. We see the hope of growth being cultivated by a mutual respect that comes from an intrinsic, divine dignity. We are all, despite our individual, cultural, and many other brokenness' created in the image of God and therefore equally invaluable. To that end as adults we will encourage each other, offer suggestions, and give examples of choices and possible consequences or outcomes. In most cases we will not make choices for others, telling them what they "need" to do. Growth comes from making wise choices, but if someone else is making most of the choices for an individual, the chance for growth and lasting transformation in that individual is minimalized or even destroyed.

Protect

A greenhouse is also a place that protects its "plants" from outside elements. Toxic relationships, violence, bad thought patterns, evil, unhealthy diets, lack of exercise, drugs, alcohol, are many of the norms we see in the culture right outside our doors. We refuse to allow these and other poisons in our greenhouse for people because we know they could kill any of us. We all need this protection.

Grow Together

Our community is led by an Individual who delights in us, even and especially in our weakness. Jesus is the source of our hope, joy, and peace. Each of us as His image bearers have the choice to allow Him, specifically His love for us to change us into even more and more of His likeness. As we receive and glory in this state of belovedness He becomes our beloved as well! In and through this communion we will love ourselves in reverence of Him and quite naturally we would love others as we see His glory in them. It is only in this community we can truly flourish.

These are non-negotiable. We have room for lots of debate and encourage dissenting opinions, different perspectives, and downright disagreements. But all in the context of the framework of Greenhouse for People and the principles set forth above. We would love anyone who does not agree with us, but it would ~~make no sense for~~ them to work or live here.

Responsibilities

The Director of Community Relations should have a good understanding of the day-to-day activities that “run” Hope Street and Shechem at Hope Street. You will have interaction with the Executive Director, staff members, members and outside agencies that are affiliated with Hope Street and Shechem at Hope Street. The Director of Community Relations must be resourceful, bold and extremely organized. Must be a self-starter that is able to get work done on his or her own. Must be a people person, who sees the value in listening, being present and restoring dignity. Below is a list of expected tasks to be completed by the Director of Community Relations.

Reception

- Assist staff and volunteers with phone, door and member reception
- Answer/Forward calls and messages

Volunteer Coordination

We value our volunteers as vital members of our community. It is important they too understand the significance of our brand and are shepherded through what it means to “do life” with people.

- Coordinate and oversee volunteers to support staff, programming and operate within spaces at Hope Street and Shechem during hours of operation:
 - The Green Space
 - Classes/Programming
 - After-School Programming
 - Administrative Tasks
 - Serve Saturday
- Oversee Volunteer Training: Utilize curriculum to equip volunteers on hopes, expectations and policies in their time serving.
- Create monthly Hope Street Volunteer Email Update (census, happenings, etc.)
- Facilitate Volunteer Appreciation: Develop a healthy rhythm of gatherings or ways to show appreciation for Hope Street/Shechem volunteers.

Shechem at Hope Street Space Rental

Our Community Center was created with the intent to be a space the greater community can utilize for conferences, meetings, special events etc.

- Oversee rental calendar inside Shechem
- Ongoing communication with rentee to ensure needs are met and space is prepared properly
- Create contracts with entity utilizing the space
- Provide invoices and receipts to ensure proper rental fees are collected and tracked



Responsibilities Cont.

Programming

We value providing opportunities for our community to engage in opportunities that allow each to live, learn, and develop new habits which help people flourish. This can practically be done through workshops and classes.

- Connect with volunteers and organizations willing to offer opportunities inside Hope Street and Shechem
- Establish Programming calendar that operates on a trimester basis
- Provide opportunities for members that target holistic wellbeing
- Oversee quarterly Programming Subcommittee meetings (responsible for communicating with committee members and creating the meeting agenda)

Kids Programming

We believe in equipping the next generation to live, learn and develop new habits, which allow all to flourish.

- Oversee and work closely with Kids Programming Coordinator on: After-school programming, flourishing metric, special events and outings.

Hours & Pay

The position will have an annual salary and be dependent upon work experience and expertise. This is a full-time position; full benefit package available upon request.

