**United Methodist Volunteers in Mission (UMVIM) Coordinator**

**Northeastern Jurisdiction (NEJ)**

**Part Time / Full Time** *(after 3 to 6 months assessment)*

**Title:** Northeastern Jurisdiction Volunteers in Mission Coordinator

**Reports to:** UMVIM-NEJ Board of Directors

### General Description

Carry out the administration and coordination of the functions of the Northeastern Jurisdiction Volunteers in Mission agency. Work with Conference VIM Coordinators and Disaster Response Coordinators (DRCs), the Mission Volunteers Office of Global Ministries (GM), the United Methodist Committee on Relief (UMCOR), and other Jurisdiction Coordinators. Duties and responsibilities include, but are not limited to, the following:

**Direct the Day-to-Day Operation of the UMVIM-NEJ**

* Provide the primary point of contact via telephone, e-mail and mail correspondence
* Manage budget, reviewing budget reports monthly with the Treasurer
* Develop income sources for UMVIM-NEJ such as grants, donations, and fee-for-service activities that support the budget of the organization
* Maintain office procedures, and care for equipment,insurance, supplies, etc.
* Resource and participate in the Executive Board, Board of Directors and VIM, Inc. (national umbrella corp.) meetings
* Administer the UMVIM-NEJ insurance program to support a 2-week minimum notice for team insurance requests
* Collect data and supporting documentation to market the impact of UMVIM and to produce timely reports and grant submittals required to evaluate and support the UMVIM-NEJ program
* Work collaboratively with the VIM, Inc. umbrella corporation and four other jurisdictional coordinators

**Education and Cultivation**

* Cultivate contacts with GM, bishops, leaders in the annual conferences, local churches, project agencies in the U.S. and International church leaders, encouraging opportunities for volunteers. Network with the North Central Jurisdiction (NCJ) who manages the US Project/LongTerm Recovery List, and Southeastern Jurisdiction (SEJ) who manages the Int’l project List
* Have a working knowledge of and program for volunteer development and management
* Publish a quarterly online newsletter with additional editions as activities dictate
* Continually work to improve and maintain UMVIM-NEJ information for the UMVIM website. Help keep project lists, disaster recovery information and training opportunities updated quarterly
* Collaborate with colleagues, conference UMVIM/Disaster Response coordinators (DRC), UMVIM Jurisdictional Coordinators (JC)s for all joint Academies and Events
* Promote programs or avenues of fundraising for VIM teams
* Work collaboratively with UMVIM JC’s to celebrate UMVIM Awareness Sunday

**Training Activities**

* Continue to maintain current and thorough knowledge of UMVIM policies, programs, and projects
* Resource Conference UMVIM coordinators, keeping them informed of emerging needs and opportunities
* Offer training for new conference coordinators
* Use and promote use of GM resources for volunteers as well as training resources and forms developed by UMVIM-NEJ
* Promote use of UMVIM-NEJ insurance
* Promote, encourage, assist, and conduct conference UMVIM training events for team leaders

**Promote and Relate to Global Ministries Mission Volunteers Programs**

* Promote NOMADS, Global Mission Fellows, Mission Volunteers and other programs of the Mission Volunteers Office
* Respond to service inquiries and offers from Conferences, Districts, churches, and individuals; referring to appropriate UMVIM/DRC Coordinators
* Participate in Mission Volunteer (MV) programs, virtual interviews, attend jurisdiction MV trainings, and share MVs stories.
* Attend virtual monthly meetings of the Jurisdictional UMVIM Coordinators, working closely with the other jurisdictions, UMVIM umbrella corp, and the Mission Volunteers Office of GM
* Maintain records/statistical reports to the Mission Volunteers Office teams from the NEJ conferences
* Attend consultations within the jurisdiction, budget and time allowing

**Minimum Requirements**

* Competency in using software for communication, presentation, online conferencing, writing, publishing, etc
* Education: Bachelor's degree or higher
* Clear background check and Safe Sanctuaries certificate
* ERT Certificate, VIM experience and Team Leader training a must or work toward within the first 3 months.
* Passport and ability to travel both domestically and internationally
* Reliable internet connection

Additional

* United Methodist theological education and ability to articulate that theology in context
* Working understanding of the UMC Connectional System (including GM and UMCOR)
* Must live within the Northeastern Jurisdiction of the UMC
* Experience in successful grant writing and management

**Current Compensation Part-Time position**

* Part-time with the potential to be full time
* 20 hours per week
* $21.50 per hour. The position is administrative and is overtime exempt. Any hours over 20/week would have to be authorized in advance.

**Contact:** Sandra Matoushaya, chairperson@umvimnej.org or 615-717-4241