



# UpWorks

**Position:** Director of Engaging Schools  
**Reports To:** Executive Director

**Purpose:**

UpWorks mission, as a Christian Community Development organization, is celebrating and developing each person's God-given potential to contribute to our world.

**Our Vision:**

We envision communities where relationships are forming and where people are connecting with resources to gain hope and to improve their lives.

**Primary Duties and Responsibilities:**

This staff position is responsible for –

- 1) Project Development –
  - a. Facilitate the development of the church & school relationships
  - b. Connect the school principal with the church pastor
  - c. Connect school volunteer coordinator with church volunteer coordinator
  - d. Provide training for volunteers with UpWorks staff on topics as needed
  - e. Invite local businesses, other nonprofits, colleges/universities, etc. to partner with the local church and school
  - f. In the future as the opportunity arises, explore the possibility of having parents as UpWorks' clients to assist them with job placement and coaching when
  
- 2) Recruit churches to partner with their local school –
  - a. Engage an advocate from the congregation to coordinate the relationship
  - b. Assist the coordinator to be an advocate in recruiting volunteers for service as requested by the school.
  - c. Provide materials and advisory support to congregations for hosting family nights or other events at the school 1x/quarter or at a minimum annually to build deeper relationships
  
- 3) Collaborate with the School Districts who will –
  - a. Provide basic training
  - b. Determine how the church can best serve their schools.



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- 4) Other Tasks –
- a. Network to identify others who are working in this arena. Learn best practices and/or determine if collaboration is possible.
  - b. As a representative of UpWorks to the community, work with all organizations that can build up the community without judgment of others or compromise of our Christian faith.
  - c. Other tasks as needed.

## **Job Requirements/Qualifications:**

### **Spiritual:**

- A follower of Jesus modeling a life of prayer, repentance, and faith in action.
- A growing faith with reliance on the Holy Spirit's leadership.
- A passion for God's mission of caring for others and sharing His love and Gospel message.

### **Skills & Abilities:**

- Ability to effectively and professionally communicate with other UpWorks staff and external parties
- Experience and ability to work cross-culturally, and across economic and social spectrum
- Self-starter with leadership, organization and planning abilities
- Proficient use of Microsoft Office products, email and social media
- Flexible to respond to a fluid work environment, which may occasionally include evening and/or weekend hours.

### **Education/Experience:**

- Bachelor's degree in education, ministry, or other relevant field
- A minimum of 5 years of working in education and/or tutoring experience
- Leadership and project management skills

**Hours:** Full-time  
**Rate:** Based on skills and experience