



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.



- 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