

L'ARCHE JACKSONVILLE
COMMUNITY COORDINATOR

Desired Start Date: Mid May to early June (or when possible) to be trained by the retiring CC

Reports to: The Community Leader (Executive Director)

General: As members of the Leadership Team, the two Community Coordinators share responsibility with the Community Leader for the management of L'Arche Jacksonville. Guided by the mission, identity and charter of L'Arche, Community Coordinators are responsible for supporting the overall quality of life of the Core Members and Assistants in the community and overseeing management of the homes and Arts Workshop. They build strong relationships with the Core Members and their families and provide support to Assistants as well as oversee their orientation, training and formation. Community coordinators are responsible for maintaining accurate Core Member and Assistant personnel files. Each Community Coordinator is responsible for overseeing two homes. The available position also oversees the L'Arche Rainbow Workshop and serves in the following capacities:

- Oversees Greatfull and Peace Houses and the Rainbow Arts Workshop
- Oversees Med waiver Program / Ensures compliance with APD licensing requirements
- Director of Accompaniment
- Plans and implements Formations and Retreats/Member of the Spiritual Life Committee
- Performs initial evaluation of potential Assistants
- Coordinates with Living Nativity show directors and participates in other Community events

Skills and Qualities Needed:

- Dedication to Servant Leadership
- Strong personal skills: healthy communication, self-awareness, stress management and objectivity.
- Ability to collaborate / Ability to be flexible and cooperative.
- Ability to listen to people, both verbally and non-verbally.
- Ability to develop and implement training and formation of community members.
- Committed to own personal and spiritual growth.

Skills and Qualities Preferred:

- Experience with L'Arche and/or other type of "community living."
- Knowledge of and commitment to the mission and philosophy of L'Arche.
- Experience with people with developmental/intellectual disabilities.
- Experience working within a licensed agency working with persons with developmental disabilities.
- College degree or relevant experience.

The Workday:

This is an exempt management position and flexibility is expected. There are evening hours two to four times a month and occasional weekend events. During emergencies an overnight may be required. The two Community Coordinators share an office in the administrative wing of the Community Center.

Salary and Benefits:

- Salary range: \$35,000-48,000, depending on experience
- Fully-paid health insurance
- Life insurance and Retirement benefit after three years
- First year: 18 PTO days plus 6 sick days / Second year forward: 23 PTO days plus 6 sick days
- Opportunity to participate in an annual retreat

To Apply by March 27

Send cover letter and resume to:

Melanie Saxon

Melanie@larchejacksonville.org