



## ROLE DESCRIPTION

# Community Coordinator

*March 2019*

As a member of the Community Leadership Team, the eastside Community Coordinator shares responsibility for the overall growth and direction of L'Arche Portland. Guided by the mission and Charter of L'Arche, the eastside Community Coordinator supports the daily life in our eastside homes, coordinates community events and volunteers on the eastside of Portland, and supports all community members in more fully living the mission of L'Arche.

## KEY RESPONSIBILITIES

### HOME SUPPORT

- Coordinate the discernment process for applicants, and the welcome of each person invited to live in our eastside homes
- Plan daily life events, celebrations, retreats, and vacations
- Support household responsibilities including cooking, maintenance of house and yard, maintenance of community vehicles, and record keeping
- Engage members of our homes in the cooperative process of creating home and building community
- Support the growth and wellbeing of each member of our homes
- Support the orientation of guests and volunteers to our homes and L'Arche Portland

### COMMUNITY BUILDING

- Coordinate monthly eastside community gatherings and events outside of our homes to regularly engage friends, family, extended community members, and guests
- Coordinate programs, activities, and gatherings that allow people, including volunteers and groups outside of our homes, to learn about and participate in the mission of L'Arche in a meaningful way
- Identify and facilitate relationships between members of our homes and members of our extended community
- Collaborate with the westside Community Coordinator and Outreach Coordinator in recruiting assistants and volunteers
- Collaborate with the westside Community Coordinator and Outreach Coordinator on outreach efforts with local high schools and local universities that support daily life members to share their experience of L'Arche with the wider community
- Maintain accurate records of volunteer hours, and general attendance at community events

### CARE PROVISION AND DIRECT SUPPORT OF ADULTS WITH INTELLECTUAL DISABILITIES

- Assist adults with intellectual disabilities living in our homes with activities of daily living (ADL's): hygiene, health, finances, recreation, personal, and spiritual growth
- Develop supportive relationships with people with intellectual disabilities living in our homes (core members), their friends, families, and professional human service workers (case workers, health care providers, etc.)

## **REQUIREMENTS FOR THE ROLE**

- Embraces the mission and values of L'Arche; previous L'Arche experience preferred
- Strong management and organizational skills
- Strong interpersonal, oral, and written communication skills
- Ability to work both independently and collaboratively, while providing guidance to others
- Maintain appropriate boundaries
- A natural disposition towards pastoral care
- Ability to maintain confidentiality
- Be at least 21 years old
- Ability to lift at least 50 pounds
- Current driver's license
- Criminal record check (completed as part of the application process)
- Current Basic First Aid and Adult CPR certification (completed as part of the application process)

## **BENEFITS**

- Full-Time
- Starting Salary: \$37,440
- Medical & Dental Insurance
- PTO, Holiday, & Retreat hours
- IRA - 5% contribution after two-years employment with L'Arche Portland

## **TO APPLY:**

Please submit cover letter and resume to: [director@larche-portland.org](mailto:director@larche-portland.org)