



**Role Description:** Community Outreach and Development Coordinator

**Reports To:** Executive Director/Community Leader (ED)

*L'Arche Boston North (LBN) provides homes, residential services, and places of belonging for adults who have intellectual disabilities in the context of an intentional, inter-denominational community. Our mission is to create homes where the gifts of people with and without developmental disabilities are revealed through mutually transforming relationships.*

**Role Summary:** The Community Outreach and Development Coordinator is responsible for nurturing the spiritual life and traditions of the internal community while announcing the gifts of LBN to the broader community through the development and management of strategic partnerships and relationships.

This person leads and coordinates formations and retreats for community, provides regular accompaniment to all members of LBN and is a resource for those desiring spiritual formation or direction outside of community. This role will innovate the LBN's Shared Living Program, in order to grow and increase its visibility in the greater community. This person will leverage relationships and partnerships in the greater community to recruit caregivers committed to creating homes intentionally aligned with L'Arche mission and values. This person will manage communications with the support of the Administrative Assistant and under the direction of the Executive Director. This role will have visibility within the L'Arche Federation and support L'Arche USA and L'Arche International efforts around Solidarity, Spirituality and Inclusion. This role is part of the LBN leadership team.

### **Key Accountabilities and Responsibilities:**

#### **1. Outreach**

##### **Innovate LBN Shared Living (SL) Program**

- Develop recruitment tools and strategies that engage viable caregivers in the LBN shared living program
- Plan outreach and informational engagements within the local community to recruit possible caregivers
- Manage SL caregiver relationship and engagement with community life and L'Arche mission through (at least) monthly accompaniment

##### **Volunteers**

- Develop and maintain a comprehensive community database to capture and track the students, volunteers and individuals who engage with LBN
- Utilize social media and other electronic mediums to promote outreach and events
- Nurture, cultivate and grow relationships with local parishes and faith communities
- Work to establish and maintain relationships with Colleges, Universities and organizations
- In collaboration with the Director of Community Life and Learning, explore partnerships with area organizations and businesses to learn if there are opportunities for greater exposure to public education and/ or recruitment of assistants, or volunteer opportunities for members to serve the greater community.



## **2. Development**

- Work with the ED to cultivate relationships with new donors and engage with current donors
- Maintain awareness of key policy and advocacy issues that impact members of community and communicate them to the LBN leadership team
- Work with ED and Admin to produce community mailings and appeals
- Work with ED and Admin to identify and prepare grant submissions
- Provide support in planning and coordinating details of community outreach events and fundraisers
- Maintain an active presence on social media platforms, promoting engagement events and sharing photos from community events and celebrations, with support from the Administrative Assistant
- Update the website to include event content and photos with support from the Administrative Assistant
- Utilize Constant Contact to produce newsletters and share community information with support from the Administrative Assistant

## **3. Spirituality and Community Life**

- Provide Personal Accompaniment to Community Members to
  - 1) support them in connecting with the L'Arche mission and the challenges and gifts of living daily life in an intentional community
  - 2) deepen their unique spiritual needs through referral to spiritual communities and accompaniment outside of community
- Assist in formation and orientation of new members
- Maintain the shared community prayer list and nurture a culture of prayer and spiritual tradition within each home, helping the community live in the spirit of L'Arche
- Provide oversight to Assistant's Formation Meetings, Men's and Women's Covenant, Community Meeting, Community Prayer and Monthly Birthday Celebration
- Serve as a member of the Community Council and other community meetings
- Chair the Spiritual Life Committee, which includes the coordination of retreats, special community services and celebrations.
- Collaborate with L'Arche USA and L'Arche International to ensure fidelity and awareness of solidarity with L'Arche communities throughout the world, as well as participation in Spirituality and Inclusion efforts
- Serve as a member of the Leadership Team to serve as the liaison between the Community Leadership Team and the Spiritual Life Committee

**Other Duties:** Please note this role description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Qualifications:**

- Excellent written and verbal communication skills



- Self-motivated with ability to work independently and collaboratively as part of a team
- Friendly demeanor
- Ability to make informed decisions and exemplify good judgement in emergency situations

**Education and Experience:**

- Bachelor's degree in Theology, Religion, or related humanities field
- Experience working with Individuals with Disabilities; or an equivalent combination of education and experience
- Experience with social media and electronic media
- Experience in faith-based communities, and/or in community outreach and development
- Alignment with L'Arche mission and values
- Event planning experience preferred

**Other Qualifications:**

- Ability to pass CORI and national fingerprint background checks
- Valid driver's license
- CPR and First Aid Certification
- Must be able to complete Fire Safety Training within 60 days of employment and annual Human Rights/ DPPC training

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear. The employee frequently is required to stand, walk, climb stairs without assistance, use hands to finger, handle, or feel, and move without restriction. The employee is often required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

***I have read and understand the roles and responsibilities of the Community Outreach and Development Coordinator position.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date