

Lutheran Volunteer Corps - Open Positions as of 6/1/16

www.lutheranvolunteercorps.org

Position Title	Placement Organization	LVC City
Program Assistant for Marketing and Creative Services - Lutheran World Relief	Lutheran World Relief	Baltimore, MD
	Primary Area of Concern	International Solidarity
	Secondary Area of Concern	Multi-Category
	Position Summary	<p>The Program Assistant for Marketing and Creative Services is an integral part of the Marketing and Creative Services unit at LWR. The position supports the unit's efforts to provide leadership in communication strategy and key message development for engaging LWR's target U.S. audiences and to create high-quality, effective, engaging and audience-centric communication tools that build LWR's relationship with its audiences. Core responsibilities include:</p> <p>Support the management of marketing and communication projects across the organization by scheduling project meetings, keeping up to date project meeting notes and updating LWR's project management system. Draft and edit content for LWR communications including the print newsletter, electronic newsletter and blog. Support LWR's social media strategy by monitoring Facebook and Twitter, and drafting and posting content. Track media coverage of LWR and maintain database of media hits. Assist with keeping website content up to date. Aid in monitoring LWR's brand identity across media. Research new opportunities for LWR to engage with its current constituency and engage new constituents. Manage LWR's policy for ordering promotional products and LWR-branded gear for employees and regional offices. Coordinate and manage technology for unit presentations.</p>
	Summary of Skills Needed	<p>Excellent writing and editing skills Familiarity with journalism, public relations and marketing Familiarity with social media, especially Facebook and Twitter Ability to work independently and as part of a team Ability to pick up on new concepts quickly Excellent communication and people skills Ability to articulate and integrate overseas humanitarian, development and justice concerns with one's faith; able to assist others to consider such connections. Basic awareness of international humanitarian and development issues and events. Familiarity with journalism, public relations, or marketing Advanced computer skills (including programs such as Raiser's Edge and website experience) is a plus but not required.</p>
	Organization Mission summary	Lutheran World Relief (LWR) has been providing relief and development around the globe for 70 years. Empowered by God's unconditional love in Jesus Christ, we envision a world in which each person, every community, and all generations live in justice, dignity and peace. Affirming God's love for all people, we work with Lutherans and partners around the world to end injustice, poverty, and human suffering.
	Languages Required	English
	Languages Preferred	English
	Driver's License Required	No
	Ability to drive passenger van	No
	Required to bring car	No
	Schedule	LWR core hours are 9 am - 3:30 pm Monday - Friday. Volunteers are expected to work an 8-hour day, Monday - Friday, but may be flexible with their start and finish times as long as they are working during core business hours.

Position Title	Placement Organization	LVC City
Program Assistant - Chicago Community Loan Fund	Chicago Community Loan Fund	Chicago, IL
	Primary Area of Concern	Community Development
	Secondary Area of Concern	Housing & Homelessness
	Position Summary	<p>The Program Assistant (PA) provides critical and substantive support to CCLF's lending, marketing, portfolio management and technical assistance programs, enjoying a wide range of duties and responsibilities. The position supports the work of the Vice President of Lending and the Senior Loan/Program Officer(s), and it includes direct and indirect contact with and service to our applicants, borrowers, and clients.</p> <p>Characteristics and skills needed:</p> <ul style="list-style-type: none"> • Interest/commitment to values of community development • Energetic, hard-working, flexible, self-motivated, detail-oriented attitude • Strong organizational, interpersonal, and communication skills • Ability to juggle multiple priorities • Strong writing/editing skill • Strong math/analytical skills • Interest in "green"/sustainable practices • Familiarity with MS Office software package (Word/Excel/PowerPoint/Access) is preferred
	Summary of Skills Needed	<p>Minimum educational requirement: Bachelor's degree. Bilingual skills (English/Spanish) are preferred, but not required</p> <p>Chicago Community Loan Fund (CCLF), a community development financial institution (CDFI) established in January 1991, provides low-cost, flexible financing to community development organizations engaged in affordable housing, economic development and social service initiatives for the revitalization of low and moderate-income neighborhoods throughout metropolitan Chicago. As a not-for-profit revolving loan fund, CCLF provides financing for development projects promising high social impact that for-profit, regulated financial institutions generally do not provide. In particular, CCLF specializes in serving the needs of small to mid-sized community organizations, especially in its "focus communities" (Englewood, North Lawndale and Woodlawn) by providing "high-touch" lending, reasonably priced, flexible loan products and free (or low-cost) technical assistance.</p>
	Organization Mission summary	
	Languages Required	English
	Languages Preferred	English
	Driver's License Required	No

Ability to drive passenger van No
 Required to bring car No
 Schedule Mon - Fri 9am - 5 pm

Position Title	Placement Organization	LVC City
Outreach Assistant - Lakeview Pantry	Lakeview Pantry	Chicago, IL
	Primary Area of Concern	Food & Hunger
	Secondary Area of Concern	
	Position Summary	The Outreach Assistant provides assistance to two key programs: First, the Community Outreach Program cultivates community relationships with the Pantry; we engage groups like schools, Girl Scouts, temples and churches, & corporations. Outreach also manages the in-kind (food and materials) donor network. Secondly, we have a Volunteer Corps of 1,000 active volunteers. Active is defined as having volunteered at least once in the last 12 months; many volunteers are on a regular basis. Both the Outreach and Volunteer programs seek to nurture supporters' relationships. The programs have Coordinators who require the support of the Outreach Assistant.
	Summary of Skills Needed	High school diploma. Working knowledge of Microsoft Office. Valid driver's license and ability to drive a van (we can provide training). Strong human relations skills. Ability to lift 50 pounds. Good writing skills. Good oral presentation skills. Proven ability to work independently and as a member of a team. An understanding of, and belief in, the importance of food security for everyone.
	Organization Mission summary	Our mission is to eliminate hunger in our community by: providing food to fill the basic need of hungry people, increasing the independence of our clients through self-help initiatives and other innovative programs, and raising awareness of hunger and poverty and working towards solutions to eliminate them. Lakeview Pantry opened in 1970 with the goal of providing food to people living below the poverty level. Today we not only distribute groceries, but also help clients through our Social Services program to address the issues that often lead to food insecurity, such as unemployment and housing instability.
	Languages Required	English
	Languages Preferred	Spanish, Russian
	Driver's License Required	Yes
	Ability to drive passenger van	No
	Required to bring car	Yes
	Schedule	9 a.m.-5 p.m. Mon-Fri

Position Title	Placement Organization	LVC City
Operations Manager Assistant - Just One More Ministry, Inc.	Just One More Ministry, Inc	Milwaukee, WI
	Primary Area of Concern	Food & Hunger
	Secondary Area of Concern	Addiction & Recovery
	Position Summary	Just One More Ministry specializes in rescuing food from caterers and grocery stores, repackaging the food into either large group meals, or individual sized family meals and then redistributing the food to over 30 partner organizations or congregations that minister to the underprivileged and poor in Milwaukee. We rescue about 25,000 pounds of food each month and rely on over 150 volunteers to sort, weigh, record, repack, properly store, then select items for our partners, weigh and redistribute them. We also run a Celebrate Recovery program with about 35 men in conjunction with the Milwaukee Rescue Mission. The Operations Manager Assistant would have a wide array of activities and responsibilities. Assistant would be assisting in most part of our overall operations, including: Working in the warehouse sorting food; Organizing pantry, freezer and cooler: Helping in the office with administrative duties; Visiting partner organizations to build relationships and assess their needs and how we are meeting them; Organizing volunteers and helping with volunteer activities Assisting staff on special projects such as fundraising events, marketing activities... We hope to begin a neighborhood outreach program where we could bring food and minister to people in impoverished areas. The Intern could assist with that also. At times the Intern would drive the company vehicle to pick up food from caterers or grocers. Working with inner city youth on proper nutrition. Working with suburban churches and youth to educate them on the needs of inner-city residents.
	Summary of Skills Needed	We desire someone with good communication skills, strong organizational abilities, a responsible, diligent worker who is self-motivated; Someone with a compassionate heart, strong faith in God, knowledge of the Bible; A team player with a positive outlook; Good computer skills, familiarity with Word, Excel, Power Point... A good driving record; The ability to lift up to 80 lbs and be able to stand for extended periods;
	Organization Mission summary	Just One More Ministry is a 501(c)3 faith based organization dedicated to functioning as the hands and feet of Christ on earth by inviting the ignored, the forgotten, the addicted, the hungry, the formerly incarcerated and lonely to come, be served and to serve alongside each other as God's children providing regular nutritious meals to those struggling with hunger and/or addiction while offering a Christ centered recovery program providing guidance and encouragement.
	Languages Required	English
	Languages Preferred	English
	Driver's License Required	Yes
	Ability to drive passenger van	No
	Required to bring car	Yes
	Schedule	Schedule will vary depending on meetings 7:00 to 3:30 Most days 8:00 - 4:30 other days Occasional evening meetings with partners or volunteers. Possible Saturday mornings 8:00 - 12:00 (Then time will be given off during the week).

Position Title	Placement Organization	LVC City
Information and Referral		
Coordinator - El Centro de la Raza	El Centro de la Raza	Seattle, WA
Primary Area of Concern	Multi-Category	
Secondary Area of Concern	Multi-Category	
	<p>The Information and Referral Coordinator is responsible for coordinating front desk operations in El Centro de la Raza's Frances Martinez Community Services Center. The Information and Referral Coordinator refers visitors to El Centro de la Raza's 48 programs and services based on their needs, including immediate needs such as emergency food, housing, or transportation. If visitors have needs outside of El Centro de la Raza's scope of work, the Information and Referral Coordinator refers them to external community resources to ensure their needs are met.</p>	
Position Summary	<p>The applicant must perform in a professional manner at all times, communicate effectively, multitask efficiently, and work well with diverse groups of people. They must be highly organized, self-motivated, detail-oriented, have very strong interpersonal skills and the ability to work effectively with staff. Bilingual English/Spanish is required. Proficiency in Microsoft Word/Excel and Salesforce or another online client tracking system are preferred.</p>	
Summary of Skills Needed	<p>Personal characteristics needed for the position include strong interpersonal skills, effective communication, good organizational and coordination skills, independent problem-solving, a desire to learn about community resources, ability to work with diverse groups of people, and an ability to work independently. English and Spanish fluency required. Basic computer literacy is required, particularly experience with Microsoft Word and Excel. Willingness to learn to use computer programs and databases is necessary.</p>	
Organization Mission summary	<p>As an organization grounded in the Latino community, it is El Centro de la Raza's mission to build unity across all racial and economic sectors, to organize, empower and defend its most vulnerable and marginalized populations, and to bring justice, dignity, equality and freedom to all the peoples of the world. Vision: El Centro de la Raza (ECDLR) envisions a world free of oppression based on poverty, racism, sexism, sexual orientation and discrimination of any kind that limits equal access to the resources that ensure a healthy and productive life for all peoples and future generations in peace, love and harmony. Through our 48 comprehensive programs and services, we empower the Latino community as fully participating members of society by providing strong programs for children, youth, families, and elders. ECDLR was founded four decades ago in 1972, when a group of diverse community members led a peaceful and innovative three-month occupation of a local abandoned school building. Today, as a voice and a hub for the Latino community, we advocate on behalf of our people and work to achieve social justice. In 2015, we broke ground on an equitable, transit-oriented development on our south lot. Named for our founder and civil rights leader, Plaza Roberto Maestas will include affordable transit-oriented housing, retail and micro-business space, new classrooms for our Child Development Center, community events space and a public, Latino-style plaza. This project will expand our services, and make the Beacon Hill neighborhood a destination for all residents of King County and the State of Washington. The majority of our 100-member staff possesses native and acquired proficiency in both Spanish and English, and practices the customs and traditions of the Latino community. In 2014, ECDLR served 15,085 individuals and 8,581 households.</p>	
Languages Required	English and Spanish	
Languages Preferred	English and Spanish	
Driver's License Required	No	
Ability to drive passenger van	No	
Required to bring car	No	
Schedule	Monday - Friday: 8:30-5:30	

Position Title	Placement Organization	LVC City
Volunteer Coordinator - El Centro de la Raza	El Centro de la Raza	Seattle, WA
Primary Area of Concern	Multi-Category	
Secondary Area of Concern	Multi-Category	
	<p>Volunteers are the lifeblood of El Centro de la Raza, providing essential support to its 48 different programs and services. Managing the Volunteer Program means matching passionate people with programs that greatly benefit from the added assistance.</p> <p>The Volunteer Coordinator recruits, screens and places individual and group volunteers, provides volunteer coordination for programs and events, and develops volunteer program procedures. Responsibilities include giving agency tours to volunteers and groups, developing volunteer job descriptions with a focus on professional and skilled volunteer cultivation, tracking volunteer hours, recognizing volunteers, and working closely with staff to assess and meet their volunteer needs</p>	
Position Summary	<p>The Volunteer Coordinator must carry out responsibilities in a professional manner at all times, communicate effectively, have the ability to work collectively with diverse groups of people as well as independently, and multi-task. Applicants must be highly organized, self-motivated, detail-oriented, team-oriented, and have strong interpersonal skills.</p> <p>Must be bilingual in Spanish and English.</p> <p>Characteristics needed include strong organizational and coordination skills, attention to detail, an outgoing nature, a desire to engage and organize volunteers, and a willingness to learn about fundraising and event planning. Skills needed include an ability to communicate clearly, strong writing ability, and an ability to work collectively and independently. Experience with computers or a willingness to learn new computer programs. Must be bilingual in Spanish and English.</p>	
Summary of Skills Needed	<p>As an organization grounded in the Latino community, it is El Centro de la Raza's mission to build unity across all racial and economic sectors, to organize, empower and defend its most vulnerable and marginalized populations, and to bring justice, dignity, equality and freedom to all the peoples of the world. Vision: El Centro de la Raza (ECDLR) envisions a world free of oppression based on poverty, racism, sexism, sexual orientation and discrimination of any kind that limits equal access to the resources that ensure a healthy and productive life for all peoples and future generations in peace, love and harmony. Through our 48 comprehensive programs and services, we empower the Latino community as fully participating members of society by providing strong programs for children, youth, families, and elders. ECDLR was founded four decades ago in 1972, when a group of diverse community members led a peaceful and innovative three-month occupation of a local abandoned school building. Today, as a voice and a hub for the Latino community, we advocate on behalf of our people and work to achieve social justice. In 2015, we broke ground on an equitable, transit-oriented development on our south lot. Named for our founder and civil rights leader, Plaza Roberto Maestas will include affordable transit-oriented housing, retail and micro-business space, new classrooms for our Child Development Center, community events space and a public, Latino-style plaza. This project will expand our services, and make the Beacon Hill neighborhood a destination for all residents of King County and the State of Washington. The majority of our 100-member staff possesses native and acquired proficiency in both Spanish and English, and practices the customs and traditions of the Latino community. In 2014, ECDLR served 15,085 individuals and 8,581 households.</p>	
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Languages Required	English and Spanish	

Languages Preferred English and Spanish
Driver's License Required No
Ability to drive passenger van No
Required to bring car No
Schedule Monday - Friday 8:30 AM - 5:00 PM with a 30-minute lunch.

Position Title	Placement Organization	LVC City
Team Member/Mainstream Services Liaison - Urban Rest Stop	Urban Rest Stop	Seattle, WA
	Primary Area of Concern	Housing & Homelessness
	Secondary Area of Concern	Multi-Category
Position Summary	<p>The Team Member/Mainstream Services Liaison plays an integral and highly needed role in the Urban Rest Stop, a unique program meeting the most basic hygiene needs. While wearing many hats, the Team Member/Mainstream Services Liaison: Assists in the development and operation of the Ballard Urban Rest Stop location by providing assistance with daily program activities, including direct service to URS patrons by assisting with hygiene center functions (showers, laundry, rest rooms) and Information and Referral Services. By working with the Program Manager to secure additional community volunteers and resources within the University of Washington student and staff and the surrounding community. UW students will be recruited within: School of Social Work, Public Health, Nursing and Medical School, Other community volunteers and resources will be solicited within the surrounding residential, business and faith communities. In the Ballard neighborhood location, the LVC volunteer will work with the Program Manager to identify and secure community volunteers, and resources within the surrounding residential, business, service and faith communities.</p>	
Summary of Skills Needed	<p>Previous experience with low-income, multi-cultural, homeless, English as a Second Language, diverse populations; ethnic, cultural, linguistic and gender communities. Spanish ability +. Emotionally mature, Computer & web site literate, Ability to follow directions, and work independently. Demonstrated experience in project planning and implementation. Comfortable with public speaking. Creativity a plus+. Ability to diffuse/redirect conflict and keep personal boundaries</p>	
Organization Mission summary	<p>Founded in 1991, the Low Income Housing Institute develops, owns and operates housing for the benefit of low-income, homeless and formerly homeless people in Washington state; advocates for just housing policies at the local and national levels; and administers a range of supportive service programs to assist those who serve in maintaining stable housing and increasing their self-sufficiency. From the beginning, our emphases have been on providing advocacy and technical assistance to promote the interests of low-income and homeless people. LIHI is one of the largest providers of housing for homeless and low-income people in the Puget Sound area, with properties in King, Pierce, Snohomish, Kitsap, Thurston and Island Counties. Currently, LIHI owns and/or manages 48 properties containing over 1,700 housing units, providing homes for low-income families, individuals, seniors, people with disabilities, and women and children at risk. More than 700 of these units house formerly homeless families and individuals. Approximately 200 housing units serve individuals who are disabled or require attention for special needs such as mental illness, alcohol and drug abuse, developmental disabilities or HIV/AIDS and related illnesses. 240 units serve senior citizens. Seventy-five percent of our housing units serve families or individuals earning less than 30 percent of the area median income.</p>	
Languages Required	English	
Languages Preferred	spanish	
Driver's License Required	No	
Ability to drive passenger van	No	
Required to bring car	No	
Schedule	The Ballard Urban Rest Stop is open from 6:30 am until 2:30 pm., Monday through Friday. This is an 8 hour daily shift or 40 hours per week.	

Position Title	Placement Organization	LVC City
Community Engagement Specialist	Habitat for Humanity of Minnesota	Twin Cities, MN
	Primary Area of Concern	Housing & Homelessness
	Secondary Area of Concern	
Position Summary	<p>The Community Engagement Specialist (CES) will work alongside the Special Events and Communications Manager to help the 31 Habitat for Humanity affiliates in Minnesota to develop more robust resource development (fundraising), volunteer recruitment, and communications programs. The CES will be responsible for finding ways for Habitat affiliates to work more closely with the communities they serve. These opportunities for affiliates may include increasing donor engagement; recruiting volunteers for job sites, committees, or boards; and communicating with the local community. The CES will work with willing affiliates to conduct audits of current resource development, volunteer recruitment, and communications programs to determine growth areas. After this initial audit, the CES will work closely with these affiliates to implement the identified improvements, including a new branding strategy from Habitat for Humanity International (HFHI). To achieve this, the CES will work to create fundraising, volunteer recruitment, and communications plans, as well as communication resource templates (videos, photos, brochures, letters, press releases, webpages, etc.) The CES may also lead webinars or conference sessions focusing on communications strategies which align with HFHI's new branding strategy.</p> <p>The CES may also work on various resource development, volunteer recruitment, and communications activities for Habitat for Humanity of Minnesota itself. This may include work related to the Habitat 500 Bike Ride, the statewide Outstanding Leadership & Excellence (OLE) Conference, and Give to the Max Day (Minnesota's statewide giving day).</p>	

Be thorough, organized, accurate, and detailed in approach to work.
 Be able to deal with and forge relationships with a variety of people and personalities.

Possess strong problem-solving skills.

Possess a creative approach -- able to see the potential and find ways to maximize it.

Positive, optimistic outlook and strong commitment to the Habitat for Humanity mission.

Be able to plan, prioritize, multi-task, and complete a variety of work assignments within deadlines.

Possess emotional intelligence to work across multiple program areas with a variety of staff and volunteers.

Summary of Skills Needed Have experience in (or a willingness to learn) resource development and communications for nonprofit organizations.

Organization Mission summary Founded in Americus, Georgia, USA in 1976, Habitat for Humanity today operates around the globe and has helped build, renovate and repair more than 800,000 decent, affordable houses sheltering more than 4 million people worldwide. A nonprofit Christian housing ministry, Habitat invites people of all backgrounds, races and religions to build and repair homes together in partnership with families in need.HFH-MN was created in October, 1997, by the Minnesota Habitat affiliates it serves for the initial purpose of applying for funding and providing funders with a single contact for the distribution of resources. Since that time we have added a range of programs to support these affiliates.Our Mission: To put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.Our Vision: A world where everyone has a decent place to live.

Languages Required English

Languages Preferred English

Driver's License Required No

Ability to drive passenger van No

Required to bring car Yes

Schedule 9:00 AM - 5:00 PM, Monday - Friday

Position Title	Placement Organization	LVC City
Redeemer Church Worker - Redeemer Center for Life	Redeemer Center for Life	Twin Cities, MN
	Primary Area of Concern	Children & Youth
	Secondary Area of Concern	Multi-Category
		committed to racial justice and fully embraces journey to be a fully inclusive community where everyone is welcome and celebrated. Church Worker is a new position at Redeemer. The role is to focus on congregation practices such as worship, youth ministry, music, bible study and fellowship enhance the commitment to asset-based community development. The Church Worker works with both the non-profit and the congregation to support the mission to serve as a beacon in the neighborhood. The position builds on the established success and relationship between the congregation and nonprofit through established programs and activities including, retail bike and coffee shop, 25 housing units, urban garden, music, youth development, open mic, advocacy and community organizing and 13 young adults sharing intentional community. During the past two years, thirteen young adults have moved into the Redeemer's intentional community housing, and grown in worship attendance, leadership, volunteerism in neighborhood ministries and connection with the neighborhood and larger church. GBLT and young adults from African American, African, Latino/Hispanic and First nation heritage are increasingly investing themselves in the church's ministry. Church Worker provides the to increase knowledge and appreciation of the people of God in a diverse urban setting.
	Position Summary	Working in a congregation where innovation and cutting edge ministry is accomplished in a diverse urban setting Commitment to an urban and multicultural setting deeply connected with a neighborhood, equity, and racial justice Explore and support how Word and Sacrament ministry can support work and faith integration in a dynamic and diverse setting. Interface with a related non-profit organization, Redeemer Center for Life (RCFL) that hosts a retail bike and coffee shop, affordable housing, community garden, after-school program, community organizing, youth entrepreneurship, open mic and works closely with the neighborhood association and local partner congregations. Work collaboratively with a diverse staff team.
	Summary of Skills Needed	The skills that will be needed for the Church Worker position includes: Love for people and appreciation for faith traditions Ability to work with a diverse population of people Above average emotional intelligence Appreciation for people who are not committed to a particular faith tradition Appetite for learning Good to exceptional written and oral communication The skills needed for this position is to possess a love for God and people. The best candidate for this position will be someone with an appreciation for working on a team, commitment to racial equity and desire or ability to work within a church setting.
	Organization Mission summary	This position is in addition to having an LVC placement in the bike and coffee shop. Redeemer Congregation's commitment is that the position will be able to fit the skills of the volunteer. Redeemer Center for Life was formed in 1999 with a survey of the neighborhood, led by Redeemer Lutheran Congregation, assessing the needs of Harrison residents. Identified was an increased need for programming and services for children and families to combat the poverty with affordable housing, after-school activities for children and increased employment. In 1999, Redeemer Center for Life, Inc. became a non-profit with the specific mission to be a beacon of hope to residents of the Harrison Neighborhood. The organization's strategic plan is to be responsive to the community by addressing specific neighborhood needs of housing, out of school activities, and employment. OUR GOALS are to: •Create a place of safety and belonging. •Promote health and equity in neighborhood supporting opportunities for employment and training. •Provide opportunities for residents to experience the fulfillment of their potential. 1.
	Languages Required	English
	Languages Preferred	English
	Driver's License Required	No
	Ability to drive passenger van	No
	Required to bring car	Yes

	<p>This is a forty hour per week position and it is expected that the volunteer will attend Sunday morning worship as part of the forty hour commitment. There is also liberal flex time.</p> <p>The hours are flexible and include weekly staff meeting and attention to any administrative duties the volunteer may want to invest in.</p> <p>The specific duties and time commitment is determined by the Church Worker and where she/he decides to invest in the retail bike and coffee, community organizing, youth ministry, music team or other areas of program and activity.</p>
Schedule	

Position Title	Placement Organization	LVC City
Assistant Education Coordinator - Hilltop Lutheran Neighborhood Center	Hilltop Lutheran Neighborhood Center	Wilmington, DE
	Primary Area of Concern	Education
	Secondary Area of Concern	Children & Youth
	Position Summary	The assistant will work directly with the Youth Service Coordinator who keeps an academic record of each student enrolled in our programs. The position involves going to the local schools and getting acquainted with the administrators, having conferences on the academic progress, bringing the information back to the parents and incorporating into the tutorial sessions. Our goal is to assist each student with their academic needs. The assistant will also be involved in the after-school tutorial program, which runs from Monday through Thursday evening. The same approach and detail to education is emphasized during our summer camp
	Summary of Skills Needed	The characteristic and skills most needed for this position are; an ability to work with children of school ages; ability to work independently; ability to reorganize and prioritize work; planning activities for educational enrichment and the ability to work with a team of diverse individuals. Creativity is also helpful
	Organization Mission summary	The primary purpose of Hilltop Lutheran Neighborhood Center (HLNC) is to provide supplemental educational activities for youth in the Hilltop area of the City of Wilmington, so they are able to effectively compete academically and socially for career opportunities and higher education. HLNC will provide a safe and nurturing environment for the educational process to flourish and will work with the parents of HLNC participants and the general community to promote high educational, ethical, moral, and spiritual values. HLNC will continue to welcome the inspirational leadership of the Greater Wilmington Area Lutheran and ecumenical community and to provide a multicultural opportunity for concerned citizens to become coworkers in the mission HLNC. The vision of HLNC is to build a community of positive and productive citizens by supporting all families, students, and local community businesses through educational supports and community resourcing. Current agency goals: to have all direct care providers to have at least 9 credits towards an AA degree or higher, to be consistently fully enrolled, continue to provide community resource information to the parents and community members, and to continue to work in collaboration with other community agencies.
	Languages Required	English
	Languages Preferred	English and Spanish
	Driver's License Required	No
	Ability to drive passenger van	No
	Required to bring car	No
	Schedule	The regular scheduled work day is from 9am-5:30 pm. There will be variations based on one on one tutoring which in case the work hours will change based on this. The position is a M-F position with the exception of training which may occur on Saturday's

Position Title	Placement Organization	LVC City
Food & Shelter Assistant	Lutheran Community Services, Inc.	Wilmington, DE
	Primary Area of Concern	Food & Hunger
	Secondary Area of Concern	Housing & Homelessness
	Position Summary	On a daily basis the Lutheran Volunteer works directly with clients to ensure their needs for emergency food or financial assistance related to housing are met. The person in this position will have the opportunity to meet with people from very diverse backgrounds who all have one thing in common: the need for basic necessities such as food and housing.
	Summary of Skills Needed	The desire to make a difference by helping people obtain basic necessities is critical along with flexibility and open mindedness in dealing with situations. There are also many opportunities for a bilingual volunteer to practice Spanish speaking skills.
	Organization Mission summary	Sharing God's Blessings by Helping Others in Need is Lutheran Community Services' mission. LCS is a Delaware based organization, founded by the coming together of local Lutheran congregations for the purpose of better serving the needs of our community. Members of these churches recognized more than five decades ago that much more could be accomplished by coming together in service than by each congregation doing its own thing. Today an important part of Lutheran Community Services' income still comes from contributions by these local churches, and volunteers from these churches also heavily support the agency. Lutheran Community Services is a member of Lutheran Services in America, the Delaware Housing Coalition, the Food Bank of Delaware, Delaware Coalition Against Domestic Violence, and the United Way of Delaware.
	Languages Required	English
	Languages Preferred	Spanish
	Driver's License Required	No
	Ability to drive passenger van	No
	Required to bring car	No
	Schedule	Office hours are from 8:00 AM to 4:00 PM. Sometimes the Lutheran Volunteer has chosen to work 8:30 AM to 4:30 PM. Twice a month there are evening hours until 7:00 PM. Daytime schedule will be adjusted to compensate.