Monroe/Lee/Phillips County Coordinator
Job Description

Mission
The CALL's mission is to educate, equip, and encourage the Christian community to provide a future and a hope for children in foster care in Arkansas.

Qualifications
- Devote an average of 20 hours a week to fulfilling the role of County Coordinator
- Ascribe to the Christian Statement of Faith: the Apostle's Creed
- Provide a pastoral or church reference
- Proficient in MS Word, Excel, PowerPoint and using e-mail communication, Database management experience preferred
- Uphold the mission, vision, and reputation of The CALL as outlined in the Standards and Practices, Volunteer Confidentiality Agreement, and Social Media Guidelines.
- Pre-employment background check & drug screen required

Responsibilities
- Guide, encourage, and inspire those who want to get involved with The CALL
- Oversee the daily activities and needs of The CALL
- Cultivate relationships with The CALL recruited families, church leaders, Advisory Council members, local DCFS staff, volunteers, and donors
- Attend information panel and orientation on the final day of Equip trainings
- Serve as local spokesperson for The CALL, cultivating relationships with local churches and at community events
- Set goals and plan strategy in conjunction with local DCFS staff and Advisory Committee
- Ensure that the local affiliate is operating according to The CALL's Standards of Practice
- Monitor & support the efforts of the local leadership team.
- Collaborate with the Financial Director to create an annual budget, insure that financial practices are being followed, and that financial reports are communicated to Advisory Committee
- Work collaboratively with the Development Director to put together a fundraising plan and support fundraising efforts
- Identify & meet the training needs of the county
- Coordinate monthly committee meetings with the help of the Advisory Council Chair
- Attend and actively participate in monthly Advisory Council Meetings
- Prepare monthly performance reports for the DCFS Statewide Liaison and The CALL Statewide Office