



PO Box 1584 Aurora, CO 80040

Job Title: Purchased/ Family Room Member Advocate

Status: Full-time (32-40)

Classification: Exempt

Salary: \$40,000

Reports to: Family Room Director/Executive Director

Start Date: May/June

Jesus on Colfax is a nonprofit that is dedicated to its mission to show up, love people, build relationships, and cultivate wellbeing along East Colfax in Jesus' name, with focus on those living in the motels and on the street.

JOC's vision is that we are rising together through relationship out of poverty of soul and circumstance.

Core Values:

- **Partnership** - Jesus goes ahead of us and we join Him in His work. We gladly partner with others who share our vision
- **Honor** - Each person we meet is worthy of respect as an image bearer of God. We honor the dignity in each of our friends.
- **Presence** - We show up where people are and accept one another as we come. We recognize the slow pace of change and offer the safety of a consistent, loving presence.

- **Friendship** - Jesus calls rich and poor to come together in genuine friendship. We give and receive in relationships based on mutuality.
- **Prayer** - Prayer is the foundation of all that we do. Our relationships are formed by gathering together to pray in Jesus' name.

POSITION MISSION

This position will support the capacity growth of the Family Room and Purchased programming.

Metrics for success (key objectives)

The goal of JoC in the next 1-2 years is to develop and start a second step program to support Friends growth in wellbeing. This position will help sustain the ongoing programming and participate in the growth.

- Build healthy relationships with Family Room and Purchased Members

Job Responsibilities

General Responsibilities

- Attend staff meetings
- Participate in staff wide trainings
- Participate in some evening and weekend events including
- Empower volunteers by delegating and training. This includes leading prayer and devotional times for volunteers.

Help continue to build out Purchased

- Relationship is key- build relationships
- Assist in creating curriculum
- Participate in trainings

- Help plan and execute purchased women drop-in hours including meals, activities, and getting the space ready.
- Brainstorm and work towards growing purchased programming
- Help with the Purchased hotline which will include after hours.

Participate in the Family Room as a Member Advocate

- Relationship is key- build relationships
- Prepare community meals
- Update member points using engage apps

JoC Store

- Help facilitate donations
- Help with organizing the store
- Help with the seasonal swap

Special Event Responsibilities

Thanksgiving Meal- Tuesday before Thanksgiving

Fundraising Events

Volunteer Dinners

2/3rds of 1st Thursday dinners

Attend summer Tuesday night BBQ's

Qualifications (For Hiring)

Required

- ★ Critical Thinking
- ★ Crisis Intervention
- ★ Problem-solving
- ★ High Organization
- ★ Attention to detail
- ★ Leadership

- ★ Competency in computer applications including: Google Drive, Docs, and Online Forms
- ★ Ability to remain calm and regulated regardless of the external environment
- ★ Ability to de-escalate highly emotional scenarios
- ★ Experience working with vulnerable populations

Preferred

- ★ Experience in social work or case management
- ★ Experience in counseling or life coaching

Work Schedule

Mondays 9-4pm

Tuesdays 10-5:30pm; 6-8 2x per month

Wednesdays 10-4pm

Thursdays 10-5:30pm 6-8 up to 2x per month

Time-Off

Self-Care Days = 1 per month

PTO= 2 weeks/year

JOC Holidays & Closures