

LUTHERANS FOR LIFE POSITION DESCRIPTION

TITLE: Assistant Director of Volunteer Relations

ROLE DESCRIPTION

This position assists the Director of Volunteer Relations in fulfilling the needs of volunteers in the Frontlines who are not associated with Y4Life. This position reports to the Director of Volunteer Relations.

ESSENTIAL CORE VALUES

- Express a zeal and passion for dealing with the life issues that flows from the love of Jesus Christ
- A servant's heart based in the servanthood of Jesus Christ.
- A member in good standing of a Lutheran congregation.
- A commitment to the Biblical view of marriage and family (As instituted in Genesis 2:24).
- A commitment to the Mission, Message, and Manner of Lutherans For Life as well as all position statements as listed on the Lutherans For Life website and those subsequently added.

ESSENTIAL FUNCTIONS

- In collaboration with the Director of Volunteer Relations, engage, support, encourage, and communicate with existing and inquiring frontline entities including Life Chapters, Life Teams, Life Advocates, State Federations, and other volunteer individuals. Assignments may be made by the Director of Volunteer Relations based on affinity, previous relationships, geography, or any other basis.
- As specified, assess, and equip existing frontline organizations, helping them discern what is needed for growth, revitalization, and/or deactivation.
- Connect frontline groups and individuals with current and new resources; help them discern how best to use these resources to support life and to multiply their local reach and impact.
- Assist with communication between national staff and frontlines. Include national initiatives like Life Week, regional and national conferences, Spotlight on Life, and Step Up 4 Life; Frontlines Teleconferences; Annual Activity Reports; *Directions*, etc.
- As directed, present information on who is LFL, how to get involved in life ministry, how to engage locally in Lutheran congregations, connect with LFL, and create Life Chapters/Life Teams/Life Advocates or other types of groups. Educational duties should focus on connecting volunteers to LFL and our mission, vision, and purpose and equipping them in how to be an effective LFL volunteer.
- As directed, collaborate internally with Y4Life, WOH, Development, Business Director, Communications Director, etc.
- Assist in the implementation of Volunteer Relations short- and long-term strategic plans.

MARGINAL FUNCTIONS

- Serve on cross-functional teams within the national organization to implement LFL's operational plan.
- Help recruit volunteers and encourage engagement while exhibiting at conferences and presenting at churches in order to connect them with LFL's volunteer opportunities.

- Assist Director of Volunteers with development of materials for frontlines structures. This includes, but isn't limited to, Life Team/Life Chapter/Life Advocate training, Federation President onboarding, and Life Chapter onboarding/formation.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and/or willingness to learn:

- Lutheran doctrine and practice among all Lutheran bodies.
- Life issues, including biological, scientific, social, political, and theological dimensions.
- Lutherans For Life and its mission and vision.

Skilled in

- Communication (written and verbal in 1:1, small, and large group settings)
- Collaboration
- Responsibility and goal completion
- Teamwork and cooperation

Able to

- Relate well to others
- Be coached
- Adjust to changing duties and priorities
- Work with the many people resources of LFL, both staff and volunteers, so as to foster cooperative service toward accomplishing LFL's mission and vision.
- Travel as needed

EDUCATION

Bachelor's degree in a relevant field

EXPERIENCE

5 years of related work experience

Prefer experience in nonprofit organization

POSITION

This is a full-time position.