



**SHEPHERD OF THE LAKE LUTHERAN CHURCH**  
**OPEN HEARTS. OPEN MINDS. OPEN TABLE.**

## **HOPE'S PORTAGE SOLLC COORDINATOR**

Full Time, 40 hrs week | Reports to Director of Outreach and Mental Health

At Shepherd of the Lake Lutheran Church, we value service as an act of love. We believe all people are created with a unique set of gifts and skills to share with the world.

We are hiring a full-time coordinator position to manage SOLLC's wrap around services in partnership with Hope's Portage transitional housing serving families experiencing homelessness. Hope's Portage is a collaborative project owned and operated by Scott County Health and Human Services. All coordinated services and case management are provided by The Community Action Partnership Agency.

### **JOB RESPONSIBILITIES**

- Coordinate SOLLC supported wrap around services for Hope's Portage including the food pantry, starter supply packs, apartment flipping in-between family stays, and special activities and events
- Develop and manage partnerships with churches, civic groups, and businesses supporting Hope's Portage
- Oversee the Hope's Portage food pantry serving resident families
- Manage SOLLC volunteer leadership teams and volunteers supporting Hope's Portage
- Ongoing coordination with Scott County HHS and The CAP Agency

### **EDUCATION**

- Bachelor's degree in social work, sociology, or like degree
- OR experience commensurate to a bachelor's degree in the above fields

### **EXPERIENCE QUALIFICATIONS**

- Previous experience in social work, social service, or other related fields
- Experience helping those experiencing food insecurity, housing insecurity, and mental health concerns
- Ability to build rapport with all ages and work collaboratively with families and partner agencies
- Ability to recruit, train, and equip volunteers to support the Hope's Portage mission
- Ability to affirm all sexual orientations, gender identities, and expressions; all ages, life stages, and abilities; all social and economic circumstances; all ethnicities, races, nationalities, and religions.
- Community organizing experience a plus
- Grant writing experience a plus

### **KEY COMPETENCIES**

- Strong alignment with our church's values: Open Hearts, Open Minds, Open Table
- Strong organizational skills
- Strong verbal and written communication skills
- Project Management Experience
- Ability to work well in a team setting
- Motivated self-starter
- Compassion and Care: responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care

All interested applicants please send your resume to:

Shepherd of the Lake Lutheran Church | Attn: John Holt | 3611 North Berens Road NW, Prior Lake, MN 55379  
or email [johnholt@sollc.org](mailto:johnholt@sollc.org)