



Women In Transition Volunteer Coordinator

Stand in the Gap Ministries (SITGM) is a non-profit organization that works to connect people in need with people who care through a model of meaningful connection through small groups of mentoring and fellowship. SITGM focuses on 3 populations: orphans, widows, and prisoners through three programs: Life Launch, SITG Widows, and Women in Transition.

OVERVIEW

The Women in Transition Volunteer Coordinator is passionate about seeing women successfully transition from incarceration to the community and develop a stronger, more intimate relationship with Jesus Christ. Under the direction of the WIT Program Director, this role will provide administrative support on the volunteer side of the program. This role will provide training to mentoring volunteers, and represent SITGM and WIT in the community. Performs other duties as assigned that support the overall objective of the position. SITGM is a ministry and in being so, all positions are considered ministerial roles and will perform as such.

This is a Part-Time, 20 hour/week position. Hours vary.

Necessary Skills

High energy, strong collaborative skills, servant mindedness, problem solving skills, administration, scheduling and coordination, excellent verbal and communications skills, interpersonal skills and tact, system and process minded, highly organized, and able to work in a hybrid in-person/remote environment.

RESPONSIBILITIES

- Support Program Director and Program Manager with Volunteer Recruitment through the churches in the SITGM network.
- Schedule and conduct program's volunteer orientation and training modules.
- Collaborate with the WIT leadership team to match WIT Neighbor Teams.
- Contact each small group monthly to assess team "health," offer and provide support, and collect group information for progress reports.
- Maintain contact information in the volunteer database.
- Maintain all records of participants and appropriate records and data on target performance metrics required to communicate outcomes, travel and expenses, participation numbers, etc.
- Generate other reports and correspondence as required.

QUALIFICATIONS

- Dynamic and inspirational leader; experience in training, teaching and/or public speaking.



- Passionate about seeing women successfully transition from incarceration to the community and develop a stronger, more intimate relationship with Jesus Christ.
- Dedication to the SITGM mission and model.
- Self-motivated; self-starter.
- Proven ability to connect with client base/volunteers and community leaders.
- Excellent interpersonal and communication skills.
- Willingness to travel to OKC at least once a month and occasionally additional communities in the state on behalf of SITGM.
- Work evenings and weekends as needed.

OFFICE MANAGEMENT SKILLS

- Basic computer skills and working knowledge of Microsoft Office: Word, Power Point, Excel, and Google Drive.
- Must be willing to learn new technology methods and strategies.
- Knowledgeable about CRM systems and able to manage data integrity.
- Maintain appropriate records on target performance metrics required to communicate outcomes and participation numbers, etc.
- Communicate with the Widows, Life Launch, and Women in Transition Directors to create a cohesive SITGM family.

PHYSICAL AND MENTAL ABILITIES

The employee must be able to perform the essential functions of the position with or without reasonable accommodation. This role requires the ability to communicate effectively, exercise sound judgment, manage multiple priorities, and engage in typical office and ministry activities. Duties may involve extended periods of sitting, standing, computer use, and occasional lifting of materials up to 20–25 pounds. Reasonable accommodations may be made to enable individuals to perform essential job functions consistent with the Americans with Disabilities Act.

The position requires the ability to maintain focus, exercise sound judgment, demonstrate emotional maturity, and engage respectfully and compassionately with diverse individuals, including those experiencing challenging life circumstances.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.