Faith In Action Coordinator Job

Description

The Faith in Action Coordinator coordinates activities for Baylor Scott & White Health Faith in Action program which addresses the medical and spiritual needs of communities locally and throughout the world through education, missions, redirection of resources and disaster relief.

WHAT IS EXPECTED (ESSENTIAL FUNCTIONS)

Coordinates faith in action initiatives and interfaces with employees
Receives, stores, inventories, and deploys various decommissioned supplies coming from materials managers at Baylor Scott & White Health hospitals and clinics
Provides opportunities for employees to participate in activities which enhances their own spiritual and/or emotional well-being as they serve the needs of their patients and communities beyond Baylor Scott & White Health and in keeping with Baylor Scott & White Health's mission
Facilitates relationships among interfaith caregiver groups to enhance access to programs and services provided by the program
Participates in the enlistment and equipment of medical volunteers in local, state, and international venues
Coordinates and implements the faith in action communications plan which includes providing content for multiple platforms to include web-based outreach, e-newsletters, visual presentations, fliers and event coverage
Schedules and gives presentations

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities needed to perform the job. Please note that management retains the right to assign or reassign duties and responsibilities to this job at any time. The ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, integrity, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Baylor Scott & White Health

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the faith in action program
Knowledge of charitable giving
Verbal and written communication skills
Interpersonal and listening skills
Recruitment skills
Skill in developing and giving presentations
Ability to receive, store, inventory, and deploy materials and supplies

PREFERENCES AND EQUIVALENCIES

Associate's degree and 2 years of experience
High School Diploma/GED and 4 years of experience

Qualifications

Bachelors Degree or Equivalent Education Required
No Minimum Experience Required

Apply at:
https://bswhealth.taleo.net/careersection/ex/jobdetail.ftl?job=17016025&lang=en#.WVPf6vvL63g.email
Primary Location: US-Texas-Waco
Work Locations: Hillcrest Baptist Medical Ctr
        100 Hillcrest Medical Blvd
        Waco 76712
Job: Pastoral Care
Organization: Hillcrest Baptist Medical Cent
Shift: Day Job
Job Type: Standard