



## Seed to Oaks – Job Description

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|-------------------|--------------------------|
| <b>Job Title</b>  | Neighborhood 360 Manager |
| <b>Reports To</b> | Programs Manager         |

### Job Purpose

Supporting the mission of Seed to Oaks to empower every local church to restore their community to physical, social, and spiritual health. Serving as a salesperson, consultant, trainer and coach, the Neighborhood 360 Manager will seek churches and Christian non-profits who are eager to assess the needs of their neighborhoods, and will guide and support local churches to a fuller understanding of their surrounding neighborhood 's needs, along with the development of a strategy to meet those needs.

Working within the framework of Seed to Oaks' established and proven Neighborhood 360 Assessment Process, the strategist will translate objectives related to the local church's neighborhood engagement. The core activities of the position include selling assessments, believing in the church as the method of restoration, relationship building, partnership development and maintenance, and coalition building.

### Essential Duties and Responsibilities

- Identify Churches who are in need of Neighborhood 360 Assessments and develop plans to lead churches toward purchasing the Neighborhood 360 Assessment.
- Assist in identifying individuals from within each local church who have the potential to serve as leaders; provide opportunities for leadership development and for the exercise of leadership
- Coach and mentor leaders and team members in skills building areas that will assist in running their teams and developing strong, action driven teams
- Plan, coordinate, facilitate and document process of leadership training and development in the use of the Neighborhood 360 process
- Consult each church, and document their walk through the Neighborhood 360 process
- Translate relevant goals and objectives into initiatives with specific outcomes and target dates
- Maintain relationships with church leaders, focusing on the Neighborhood Assessment leaders
- Consistently engage with local church Neighborhood Assessment leaders to ensure strategy and action plans are moving forward and objectives will be achieved
- Interest in developing and documenting new programs and the processes needed to execute

### Qualifications and Skills

- Must be a believer in Jesus Christ the Son of God
- Must be engaged with a local church on a regular/consistent basis
- Must have the ability to work with Churches, as well as businesses
- Strong verbal and written communication skills
- Exceptional Administrative skills and attention to detail
- Data Entry and experience working on a CRM
- Experience in facilitating workshops and public speaking



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- Ability to work with teams and facilitate progress towards goal directed activities
- Demonstrated history of initiative and ability to work independently and in teams
- Experience in mentoring and coaching individuals
- Demonstrated ability to develop and sustain partnerships /relationships
- Excellent knowledge and experience with computer software applications for Microsoft office programs, Google Suite, and in internet research
- Desire to complete tasks that have been started
- Ability to travel, as needed
- Understanding or interest in issues of families from psycho-social, economic and spiritual perspectives
- Ability to work some evenings and weekends

### Type of Employment

Part-time

Expected hours 40+ hours/week

Full-time

Exempt

Qualified applicants, please email resume to Kathy Chavez at [kchavez@seedtooaks.com](mailto:kchavez@seedtooaks.com).

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| <b>Approved By:</b>   |  |
| <b>Date Approved:</b> |  |
| <b>Reviewed:</b>      |  |

*This job description is not designed to cover or contain a comprehensive listing of responsibilities and tasks required for this role. Roles, responsibilities and tasks may be assigned, changed or removed at any time.*