

## **Baraka Workforce Training & Development Coordinator**

*Salem Alliance Church | Salem, Oregon*

**Status:** Temporary/Part-Time/Hourly (Non-Exempt) | **Reports to:** Pastor of Refugee Ministries

**Work Schedule:** Onsite, 29 hours a week

**Compensation:** \$44,637 - \$54,392 (*based on years of experience*)

**Benefits:** This part-time position is not eligible for employee benefits.

### **Position Summary**

The Baraka Workforce Training & Development Coordinator supports the day-to-day operations of Baraka Workforce, a ministry focused on equipping refugee interns with English language development and job readiness skills. This position coordinates and implements training activities, tracks intern progress, and provides direct support in areas such as case management, job search support, and workplace mentorship.

This role plays a vital part in reducing operational bottlenecks by sharing responsibilities that enable the Pastor of Refugee Ministries to focus on higher-level development and mentoring of entrepreneurs. The Coordinator will serve as a consistent presence who fosters dignity, growth, and opportunity for refugee interns.

### **Core Job Functions**

#### **1. Training & Workforce Support**

- Assist in developing and implementing daily training activities (culinary/food service, English language learning, job readiness).
- Provide coaching and feedback to interns in the workplace and classroom settings.
- Collaborate with instructors, support staff, and volunteers to ensure effective learning and intern development.

#### **2. Case Management & Intern Support**

- Offer one-on-one support to interns, assisting with goal-setting, soft skill development, and barrier navigation.
- Track intern progress and update STEP documentation in a timely and accurate manner.
- Assist with scheduling, transportation logistics, and coordinating appointments as needed.

#### **3. Job Search & Transition Readiness**

- Provide supervised job search assistance, including application guidance, interview practice, and resume development.
- Facilitate independent job searches and connect interns to external job opportunities.
- Communicate with employers and community partners as directed to support intern placement.

#### **4. Administrative Support & Coordination**

- Maintain organized files, schedules, and records of intern participation and milestones.
- Support internal communication between Baraka team members.

- Prepare materials, forms, and reports as needed for program efficiency and grant compliance.

## 5. Volunteer Engagement & Team Support

- Assist with volunteer onboarding and communication related to Baraka Workforce activities.
- Support the coordination of team meetings, volunteer assignments, and training events.
- Foster a welcoming and inclusive environment for all participants and guests.

### **Ministry Values & Competencies**

At Salem Alliance Church, we believe the ideal candidate will bring a heart for ministry, commitment to refugee empowerment, and a willingness to serve behind the scenes. Key values include:

- **Spiritually Grounded:** Personal relationship with Jesus and a lifestyle that reflects grace, truth, and humility.
- **Mission Aligned:** Understands and affirms the mission and values of Salem Alliance Church and the Christian & Missionary Alliance.
- **Organized & Detail-Oriented:** Keeps records current and systems running smoothly, with a self-starter mindset.
- **Relationally Compassionate:** Builds trust with interns and staff through empathy, cultural sensitivity, and clear communication.
- **Collaborative:** Works well in team environments and adapts to evolving needs in a ministry setting.

### **Preferred Position Requirements**

- High school diploma or GED required; some college or training in a related field, education, or ministry preferred
- Experience working with refugees, immigrants, or in multicultural environments strongly preferred
- Bilingual (especially Swahili and French) is highly desirable
- Proficient in Google Suite and digital communication tools
- Must pass a background check and complete SAC onboarding process
- Agreement with and representation of the vision, values, and doctrinal statement of Salem Alliance

### **Physical, Emotional & Mental Demands**

This role requires mobility to move between classroom, office, and kitchen settings. Ability to carry up to 20 pounds, operate standard office equipment, and communicate clearly in person and online. Emotional and mental resilience is required to engage in sensitive situations, support interns navigating trauma or transition, and maintain focus in a flexible and people-centered environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

Work is primarily conducted indoors in ministry and office environments, with occasional offsite visits or transportation support. The setting is fast-paced, highly relational, and focused on practical ministry. Collaboration with both staff and volunteers is essential to the success of this role.