

RAINIER AVENUE CHURCH

Encouraging everyone in the Rainier Valley and
beyond to find wholeness in Jesus Christ
Fostering intimacy with God
Building authentic community
Working together for compassion and justice

Position Overview: Rangkham's Place Youth Cafe Coordinator

ABOUT US: Rainier Avenue Church is a vibrant and multicultural Free Methodist congregation, located for over a century in the Rainier Valley neighborhood of Seattle, WA. Three core ideas illustrate our calling and identity: ethnic diversity, geographic location, and Christian faith.

POSITION PURPOSE: Our goal is to equip young people in our community with the skills they need to flourish in the workplace, along with self-confidence that comes from knowing they are seen and loved by God and others. The RP Cafe Coordinator will serve as the leader and ambassador of this initiative and Rainier Avenue Church in creating opportunities and connections for young people and the Cafe program. The RP Cafe Coordinator will also lead/coordinate Cafe operations, weekly devotional/lesson, and work in supporting mentors and Cafe participants.

A. Qualifications:

1. Christian maturity and a continued nurture of personal relationship with Jesus
2. Experience working cross-culturally and a commitment to diversity and racial reconciliation as biblical values
3. Demonstrated ability in leadership or previous supervisory experience preferred
4. Ability to work well in collaboration with others and maintain confidences
5. Associates or Bachelors Degree preferred or equivalent work experience
6. 2-3 years work experience (paid or volunteer) in a youth development field
7. 2-3 years work experience (paid or volunteer) in a coffee shop/café type business organization (for profit or non-profit) required
8. Excellent organizational and administrative skills with strong attention to detail
9. A heart to serve urban demographics and neighborhoods like Rainier Valley

B. Responsibilities

1. Design and Implement Youth Mentoring/Job Skills Training curriculum with cohort of 4-6 youth at a time for 8-12 week program including mentoring, spiritual growth, café skills, general job skills/mentalities, interview and resume preparation, depending on needs of group.
2. Recruit and train program participants and volunteer mentors
3. Manage café space – keep equipment in working order, space organized and sanitary for food service (and train youth to keep space appropriately as part of job training skills), and stocked for Sunday/event coffee service
4. Design budget and steward resources to operate café on Sunday mornings and for special events, eventually for an additional café night per week in partnership with other church programming
5. Promote Rangkham's Place Cafe through social media presence, promoting volunteer opportunities, partnered events with the church, assisting with fundraising materials and events, etc.

6. Foster opportunities for involvement in the church for program participants and for people in the church to encourage and equip youth in the program
7. Collaborate with other staff and volunteers on providing Sunday morning hospitality (including free drip coffee available for everyone in upstairs lobby, carafe of coffee to downstairs hospitality area, some snacks for 5-minute party, etc)
8. Build partnerships with local businesses to create follow-up opportunities for youth to gain more job experience, possibly organize donated snacks or coffee for café, etc

C. Organizational Relationships

1. Report directly to Justice & Spirituality Ministries Director
2. Supervise youth interns and volunteer mentors
3. In partnership with JSM Director, coordinate with RAC Youth Ministry Director and other partner ministries (ex. Young Lives, Choose 180, King County Youth Chaplaincy, Urban Impact, etc) on recruiting youth to participate

D. Requirements

1. Must pass a background check.
2. Knowledge of Microsoft Excel, Word, and use of email needed for coordinating projects and budgets.
3. Regular attendance at Sunday worship and active participation in the life of the church is assumed.
4. Must work Sunday mornings 8am-1pm (church services), every other Wednesday for staff meeting 10:30am-1pm, evenings and weekends as needed for church events.

E. Specifics

1. Part-time, FLSA non-exempt position for 20 hours per week, \$/hr.
2. Vacation and sick time are available in accordance with approved policy after 90 day evaluation. No health insurance available at this time.
3. Employment with Rainier Avenue Church is at will unless otherwise stated in a written agreement signed by the lead pastor or board chair. This means that either the church or the employee can terminate the employment at any time and for any reason, with or without notice.

To apply, please submit resume and cover letter to Heather Otieno, hotieno@rainieravenuechurch.org, or feel free to reach out for more information. You can also find out more on our website, www.rainieravenuechurch.org, or by calling our church office at 206-722-5616.