



## **Position Title: Church Relations Specialist - Chicago Suburbs**

### **Job Purpose**

The Church Relations Specialist engages and supports Christian churches in the western suburbs of Chicago to serve refugee neighbors. This position strengthens existing church partnerships and cultivates new partners that lead to greater involvement in refugee ministry. If you are mission-driven and energized by engaging individuals, groups, and entire congregations to put their faith in action by welcoming the stranger (Matthew 25:35), this position may be for you.

### **Duties and Responsibilities**

1. Share with church staff and lay leaders about the plight of refugees and engage congregations in opportunities to learn about refugees, to volunteer in serving refugees in Chicagoland, and to financially support refugee ministry.
2. Maintain an active portfolio of partner churches based primarily in the western suburbs of Chicago. Develop and implement annual plans in collaboration with church staff and lay leaders, serving as their main point of contact.
3. Provide leadership in identifying and cultivating new church partnerships.
4. Work collaboratively with Exodus' education, communications, and program teams to create and implement strategic new initiatives and materials that deepen involvement in refugee ministry.
5. Represent Exodus at speaking engagements, worship services, church events, classrooms, and other gatherings.
6. Track and maintain accurate database records of all activity with partners.
7. Assist with other organization-wide events, such as Exodus' annual benefit and World Refugee Sunday campaign.
8. Other duties as assigned.

### **Knowledge, Skills and Abilities**

1. Commitment to Exodus World Service's Christian mission and values. Mature and personal Christian faith.
2. Understanding of church contexts across denominations and the needs of local churches related to mission engagement.
3. People-oriented with strong interpersonal skills and customer service approach toward engaging with partners. Sales or marketing experience preferred.
4. Excellent verbal and written communication skills, including experience in public speaking.
5. Ability to work well independently and as part of a collaborative team. Self-motivated with a high level of organization, attention to detail, and time management skills.
6. Experience relating to diverse groups of people. Knowledge of refugee and cross-cultural concerns preferred.
7. Experience using Microsoft Office. Familiarity with CRM databases is a plus.



**Annual Salary Range :** \$45,000 - \$65,000

**Education and Experience**

Minimum of bachelor's degree or equivalent experience required, with a minimum of five years' experience working in a sales, ministry, or nonprofit setting.

**Location**

Exodus World Service office in Park Ridge, IL, with ability to work within Chicago's western suburbs service area as appropriate.

**Travel Requirements**

Valid driver's license with ability to drive to area appointments as needed.

**Job Classification**

Full-time exempt. Work generally conducted Monday – Friday, 9am – 5pm, with some weekend and evening availability required.

**Benefits**

Eligible for paid time off (vacation, holidays, and sick leave), retirement benefits, short-term disability, health, dental, and vision insurance.

**Position Reports to:** Senior Director of Partner Engagement

**About Exodus World Service**

Founded in 1988, Exodus World Service's mission is to mobilize the Christian community to welcome and befriend refugees. We do this by educating churches about the plight of refugees, connecting volunteers with refugees through practical service projects, and empowering others to champion refugee ministry.

**How to Apply**

Please submit a cover letter and resume to [hr@exodusworldservice.org](mailto:hr@exodusworldservice.org).