



JOB ANNOUNCEMENT

ASSISTANT DIRECTOR OF HEALTH MINISTRIES NETWORK

Health Ministries Network (HMN) is seeking a part-time Assistant Director to support and work with the Executive Director to perform our ongoing mission of linking Faith Community Nurses & Health Ministers, congregations and local resources, to nurture community health equity with spiritual well-being in our four-county area (Whatcom, Skagit, Snohomish and San Juan Counties) of Western Washington.

ORGANIZATION:

Health Ministries Network (HMN) is an interfaith non-profit that initiates, develops and supports health ministry in northwest Washington. For more than 20 years, dedicated faith community nurses (FCNs) and health ministers (HMs) have assisted and empowered people in their congregation and community to take charge of their health, with a focus on underserved populations. The Assistant Director is part of a team of two part-time staff, based in Bellingham, WA.

Health Ministries Network supports the work of FCNs and HMs by:

- Recruiting new faith community nurses and health ministers,
- Providing education and certification through the Foundations in Faith Community Nursing (and Health Ministry) Course;
- Offering continuing education at monthly meetings;
- Developing and promoting resources and relationships enhance health ministries;
- Facilitating networking, information exchange and connection with partners and community and health care agencies.
- Hosting and supporting outreach programs and events that further health equity in Western Washington.

Status: Part-time (10-15 hours per week); flexible schedule
Pay: \$25-35 per hour, depending on experience
Location: 800 E. Chestnut St., Suite 1A, Bellingham WA 98225 and remote/telework, as appropriate.
Web: www.healthministriesnetwork.net

ASSISTANT DIRECTOR

As one of two part-time staff, the Assistant Director will work closely with the Director and HMN board to implement programs, build relationships and oversee the sustainability of the program. This is a unique opportunity to work in an organization with a respected history of service that is seeking to expand services to the broader community.

POSITION RESPONSIBILITIES:

Organization Mission and Strategy: Works with Executive Director and Board of Directors and staff to ensure that the mission is fulfilled through strategic planning, program development, partnerships, and community outreach.

Financial Performance and Viability: Works with the Executive Director in the development of resources sufficient to ensure the financial health of the organization including fund development, fundraising efforts, grants, and budget management.

Organization Operations: Assists in the stewardship of appropriate resources to ensure that the operations of the organization are in line with the mission including educational offerings, staff management, and administrative activities.

Communications: Shares communications responsibilities (written/visual, website, email, display) with the Executive Director.

PROFESSIONAL QUALIFICATIONS:

- A Faith Community Nurse or Health Minister (or an individual interested in taking the Foundations Course to become an FCN/HM) preferred but not required
- BA/BS in nursing is a plus
- Commitment to working for health equity
- Willingness to engage in ongoing growth and learning around racial equity
- Interest working in an interfaith environment where people speak about spiritual beliefs and religious practices.
- Experience with volunteer coordination
- Experience with community outreach by building relationships with underrepresented and underserved populations
- Excellent written and oral communication skills
- Computer skills and expertise in working with MS Office and familiarity with social media and blog/website/newsletter updates
- Excellent organizational skills
- Ability to work independently and prioritize tasks
- Ability to work with little oversight, meet deadlines, and communicate about needs and roadblocks
- Must have a valid state-issued driver's license or obtain by start date.
- Must be able to pass a federal background check

Reports to: The HMN Executive Director.

Compensation: This is a part time position; the compensation is \$25+ per hour (depending on experience/expertise) for 10-15 hours per week. Benefits include flexible work hours, and the opportunity to work in a quiet office or telecommute part of the time.

Application: Applications will be accepted until midnight on May 21, 2023. Please submit: a current resume, references and a cover letter outlining how your education, experience, and perspectives will support the organizational mission and the position responsibilities. If you hold a current nursing license, please include that information as well. Send applications by email to: director@healthministriesnetwork.net AND [katemassey79@gmail.com](mailto:katemasse79@gmail.com). We will let you know that your application has been received.

Nondiscrimination Statement: Discrimination on the basis of race, color, religion, national origin, sex, age, veteran status, and disability is prohibited by federal statute. In addition, Washington State law prohibits discrimination based on marital status, creed, sexual orientation, gender identity and expression, and the use of a trained guide dog or service animal by a disabled person. Health Ministries Network likewise prohibits discrimination based on these protected characteristics. Health Ministries Network is committed to providing equal employment opportunity and prohibiting illegal discrimination in the recruitment and admission of students, the employment of faculty and staff and the operation of the University's programs, activities and services. The organization agrees not to discriminate against any client, employee, or applicant for employment or services in the performance of this contract on the basis of race, color, religion, creed, national origin, sex, gender identity or expression, age, sexual orientation, veteran status, marital status, disability and the use of a trained guide dog or service animal by a disabled person.

Health Ministries Network is affiliated with the Chuckanut Health Foundation through a fiscal sponsorship agreement.

Health Ministries Network supports and abides by state and local COVID-19 policies.

Application materials should be emailed to: director@healthministriesnetwork.net

Learn more at: <https://www.healthministriesnetwork.net/whoweare>