

Information & Referral Job Description

TITLE: Information & Referral Specialist

FUNCTION SUMMARY: Provides/Guides Information and Referral resources to a variety of audiences.

The Information and Referral specialist will become the “guru” of available services and resources offered by church, state/county and non-profit agencies in Weld County. This information will be presented to groups, churches and volunteers in a variety of forms – presentations, brochures/newsletters, and electronic media via website.

DUTIES AND RESPONSIBILITIES

INFORMATION & REFERRAL SECTION

Primary functions include:

- Communication - with faith-groups and other agencies regarding available resources.
- Training – Faith Community Service Fund, FaithNet I & R volunteers the referral process for families, available resources and contacts for resources.
- Develops and Maintains Electronic Media – www.faithnet.info current, informative and useful, including current happenings at churches, events in the faith community.
- Bulletin/Newsletter/Interviews
- Overseeing any communication/presentation function regarding Information & Referral
- Reports to the Executive Director monthly
- Recruits volunteers as needed for Information & Referral needs

QUALIFICATIONS

- Outgoing, engaging personality, willing to ask questions and research resources
- Ability to analyze and interpret resources and contacts for resources
- Knowledge of resources, desire to continually grow the knowledge of resources
- Ability to work on a team and to delegate responsibility
- Ability to train others
- Knowledge of and commitment to the purpose and programs of the organization

- Spiritual Gifts helpful to this Position:
 - Teaching, faith, administration, giving, knowledge or discernment

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