



**Position:** Regional Coordinator - Quebec

**Reports To:** Executive Director

**Classifications:** Full or Part Time

**Job Location:** Field Work – Quebec Region

### **Position Summary**

Reporting to the Executive Director of Harvest Prison Ministries (HMP), this team member is responsible for executing major goals and objectives for the organization. This position requires all work to be performed with an attitude of service towards Correctional Staff, Inmates, Volunteers and Faith Community Leaders.

The successful candidate requires strong communication skills in English and French, as well as a passion to see lives transformed. With a high degree of accountability and the ability to work independently, the Regional Coordinator will be involved in community and partner engagement. We are looking for an individual who has great attention to detail and approaches their work with enthusiasm and an attitude of service.

### **Key Responsibilities-Strategic Values**

- Be well versed and be in keeping with HPM's overarching strategic plans and ministry philosophies, implement the established goals and objectives.
- Support and maintain HMP data integrity through establish reporting systems.
- Input and participation in the development, oversight to implementation of HPM's strategic plans.

### **Operations**

- Liaise with Faith Based Community Leaders and their volunteers, with the goal of training and equipping them to walk in relationship with former inmates.
- Conduct intake interviews with incarcerated or recently release individuals willing to be a part of a faith based mentoring community.
- Provide pastoral care to inmates, former inmates, and victims as appropriate.
- Foster or develop relationships with chaplains or staff at key prisons, parole offices, halfway houses, etc. to ensure a positive working relationship between these entities and HMP.
- Other duties as assigned.



### **Education, Training and Experience**

- Minimum 2 years of relevant field experience. Experience in the criminal justice sector is an asset.
- Demonstrated history of pastoral care.
- Federal and/or Provincial Corrections Security Training an asset, however, training will be provided.

### **Skills and Abilities**

- Coachable with a willingness to learn.
- Decisive
- Demonstrate ability to manage time effectively.
- Attention to detail.
- Resourceful
- Strong communication, interpersonal and discernment skills.
- Excellent administrative / process skills
- Active in today's cultural and sensitivities
- Be flexible.
- Demonstrate sound work ethics.

### **Personal**

The individual is warm-hearted, dedicated, committed and mature, with a keen desire to serve in family, church, work, and community. A firm commitment to HMP's mission and values is essential. The ideal candidate will be of impeccable character and reputation and will possess a pleasant personality with a positive and friendly attitude during a busy and challenging atmosphere.