

# **Charlottesville-Area Community ID Program Coordinator**

## **Job Description -- 10 hours/week**

### **Background**

Three local organizations - Hinton Avenue United Methodist Church (HAUMC), New Beginnings Christian Community, and the Welcoming Greater Charlottesville task force sponsor a program that fills an important community need: to provide verifiable ID cards to people who need them.

According to a national study, approximately 11% of U.S. citizens do not have a government-issued ID. People need IDs to get certain prescription drugs, gain access to several municipal and health care services, to check into a hotel, open a bank account, get a marriage license, and more. And people with a verifiable ID feel more welcomed and included by their community.

Our program provides a community ID card to people who present certain documents that show proof of identity and of their address. The program has been designed with extensive input from the organizations that need to honor this ID: social services, local police and sheriff departments, Latino support groups, organizations serving the homeless and those returning from prison. Since ours is not a government-issued ID, this involvement is necessary for the card's acceptance and credibility.

The Program Coordinator position has an office space at HAUMC with the freedom to work remotely and is supervised by its pastor. The Coordinator also works very closely with a leadership team that includes the HAUMC and New Beginnings pastors, the Welcoming Greater Charlottesville leader, and a representative from Sin Barreras (a Latino advocacy nonprofit).

### **Responsibilities: With assistance from the leadership team:**

- Plan and oversee the events at which people sign up for the ID cards. This includes: recruit/train volunteers, publicize the events and the documents needed to obtain the ID, ensure all equipment is present and in working order, ensure adequate supplies, and coordinate closely with the host of each event.
- Seek support from interested churches, local pharmacies, social service providers, medical providers, food banks, schools, housing officials, the regional jail and others.
- Publicize the program and conduct promotional meetings with City and County officials, and all key stakeholders. Carry out wide-scale promotion of the program to the communities most likely to want the IDs: immigrants, the homeless, those returning from prison, people with mental health issues.
- Coordinate with HAUMC on all financial record keeping (HAUMC is the program's fiscal agent).
- Purchase supplies and maintain the equipment needed for the program (with leadership team approval).
- Be the key contact for all program management, partner relations, publicity, etc.
- Meet regularly with the HAUMC pastor and meet monthly with the full leadership team to report on key developments, issues and decisions made.

- Attend FaithAction ID Network meetings via Zoom
- Be willing to work Saturday mornings twice a month

**Skills and characteristics**

- Self-starter. This position is autonomous and requires someone who is energetic, forward thinking, well organized and goal oriented.
- Strong verbal communication skills in both English and Spanish.
- Strong interpersonal and marketing skills.
- Familiarity and comfort with computer operations and social media.
- Affinity for the under-privileged and under-served.
- No religious affiliation necessary.
- Understand and reflect the values of the three sponsoring organizations: respect, compassion, advocacy, tolerance, justice, and inclusion.

**Pay:** \$18/hour, plus any expenses.

**Desired starting date:** As soon as July 1, 2021 -- but will stay open until filled.

**If interested, send a cover letter and resume to Russ Linden, at: [russlinden1946@gmail.com](mailto:russlinden1946@gmail.com)**