



## **Program Coordinator – Full Time Position - \$35,000**

**Christian Library International**, a Raleigh based national ministry, is looking for a well organized, creative professional to take charge of all of CLI's Bible study operations. CLI has thousands of prison inmates enrolled and hundreds of volunteers reviewing their lessons. We serve 1,600 US prisons and jails.

Additional programs include coordinating inmate letters, special events, the prayer warrior ministry, assisting with the newsletter and other communications through volunteers, volunteer recruitment and volunteer training.

This is a full-time position, 9 AM to 5:30 PM, Monday - Friday. The starting salary is \$35,000.

The ideal candidate will be well organized, detail minded, self-starter, computer literate, and have a strong Christian background. He/she must be able to recognize strong testimonies, use discernment in evaluating the spiritual needs of inmates, and pray for inmates and volunteers as needed.

He/she should also be good on the phone and contact our volunteers and pray with them. This is an ideal position for a young person to work in ministry and grow with it.

CLI is a 22 year old Raleigh based ministry with an excellent reputation in the Christian community. We provide a good salary, medical and vacation benefits, and a positive Christian environment. We have computer systems in place to assist with many of the above responsibilities.

To apply, please send a resume to [askaarcli@gmail.com](mailto:askaarcli@gmail.com).

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# Program Coordinator

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## **About Christian Library International**

CLI is a thriving prison ministry based in Raleigh, NC. We collect Christian books and Bibles from churches, individuals and publishers and distribute them to more than 1,600 correctional facilities in all 50 states. CLI offers three discipleship Bible studies with 13,000 inmates enrolled. Hundreds of volunteers serve through CLI every week.

## **Purpose and Scope of the Role**

The Program Coordinator is responsible for overseeing Christian Library International's programs in a regular, full-time position. These programs and related functions include Bible study review, inmate letter writing, non-fundraising events, prayer warrior ministry, inmate literacy, aftercare, assisting with the newsletter and other communications with volunteers, volunteer recruitment and training, nationwide prison outreach, and future international outreach.

## **Duties / Responsibilities**

Key Accountability: *Inmate Correspondence*

Duties:

- Train and assist staff and volunteers in opening and sorting inmate mail and entering data
- Send lessons to volunteers outside of the Triangle and prepare lessons for volunteers picking up lessons at the office
- E-mail scanned copies of letters to at-home volunteers
- Mail lessons, certificates, and study Bibles to inmates
- Handle questions from inmates and volunteers concerning letters and lessons via e-mail and phone
- Select strong quotes and testimonies for CLI communications
- Identify potential current or former inmate speakers for the CLI dinner
- Ensure that inmate Prayer Warriors receive weekly Praises and Requests
- Recruit and train new volunteers for Prayer Warrior, Bible study, and letter ministries
- Edit inmate Bible studies as needed
- Order new lessons as needed

Key Accountability: *Communicate with Volunteers About Programs*

Duties:

- Notify volunteers when there is a pressing need for lessons or letters to be reviewed
- Make volunteers aware of office hours during holidays
- E-mail volunteers about changes in Program policies or new resources
- Ensure that program volunteers are trained annually



- Find strong inmate quotes and stories for CLI newsletters (someone else will write articles)
- Choose birthday cards and collect notes for volunteers and staff

*Key Accountability: Plan Non-Fundraising Events Such as Prayer at the Prison Gate and Volunteer Parties*

Duties:

- Collaborate with volunteer teams and the executive director to plan events
- Partner with leaders at churches to assign prayer groups at every correctional facility in Raleigh for Prayer at the Prison Gate
- Recruit inmate or chaplain speaker for Prayer at the Prison Gate breakfast
- Work with the administrative assistants to recruit prayer team leaders in every state nationwide and some foreign countries
- Secure venues for volunteer parties and Prayer at the Prison Gate breakfast
- Acquire donations for events such as food, coffee, plates, utensils, and decorations
- Coordinate potluck food items, name badges, icebreakers, sharing activities, etc.
- Recruit entertainment for volunteer parties, preferably free of charge

*Key Accountability: Lead Program Committee Meetings Every Other Month*

Duties:

- Prepare the agenda for Program Committee meetings
- Implement committee ideas, as feasible
- Recruit new committee members and help them feel as engaged as possible
- Get input from all committee members on major program decisions

### **Qualifications and Core Competencies Required**

- Should be PC-savvy and have a working knowledge of Microsoft Office
- Must respond to volunteers, inmates, and chaplains promptly
- Able to relate well with donors and volunteers
- Candidate must communicate effectively in English speech and writing
- Must be well organized and implement practical systems in order to keep track of various programs and identify issues with correspondence
- Should be a mature Christian who can recognize strong testimonies, use discernment in evaluating the spiritual needs of inmates, and pray for inmates and volunteers as needed
- Willing to learn and implement fundraising techniques

