

Hill City Ministry Coordinator: Opportunity Profile

Ministry Purpose: Provide leadership for Love INC's ministry in the Hill City area by mobilizing churches, volunteers, and community resources to help individuals and families move toward stability, transformation, and thriving in the Name of Christ.

The Hill City Ministry Coordinator helps build both the ministry that exists today and the ministry God may be calling Hill City to become tomorrow. The role combines community ministry, volunteer leadership, church engagement, Life INC programming, resource development, and local ministry growth.

Because Love INC Hill City is a developing ministry with significant opportunity, we are more focused on finding the right person/people who can develop their position based on their strengths rather than a rigid job description.

The responsibilities listed below reflect the overall scope of the Hill City ministry, but a primary responsibility of this role is recruiting, developing, and empowering volunteers and leaders to share in the work. Hill City is a small town, and the day-to-day volume of activity is not comparable to larger communities. The ideal candidate is someone who enjoys bringing people together and helping ministry happen through others.

While Love INC Hill City is still in its development phase, much is accomplished:

- An established and engaged Leadership Team.
- Existing church relationships and community partnerships.
- Active volunteers and helping ministries.
- An established annual Children's Clothing Closet ministry.

The successful candidate will work closely with Love INC of the Black Hills staff, receiving support in the areas of training, systems, ministry philosophy, administration, coaching, technology, communications, and program development.

Core Areas of Responsibility in Hill City

Community Service Ministry

- Build relationships with individuals, families, churches, agencies, businesses, and community leaders.
- Oversee and develop local helping ministries and volunteer efforts through the Hill City Connection Center (already in place).
- Ensure the continued ongoing effectiveness and sustainability of the Hill City Children's Clothing Closet.

Life INC & Transformation Ministries

- Coordinate and grow Life INC classes, mentoring opportunities, and related transformational ministries. Estimated 24 evenings per year.
- Recruit, equip, and support teachers, mentors, childcare volunteers, church hosts, and ministry volunteers.
- Help participants move toward greater stability, purpose, healthy relationships, and flourishing.
- Work collaboratively with Life INC staff and ministry leaders throughout the Black Hills region.

Church Relations & Community Engagement

- Cultivate relationships with area churches and pastors.
- Help churches discover meaningful ways to serve their neighbors through Love INC ministries.
- Present the mission, vision, and impact of Love INC in local churches, typically 5-10 Sundays per year.
- Create opportunities for churches to engage through volunteers, ministry partnerships, prayer, and financial support.
- Represent Love INC throughout the Hill City, Keystone, Custer, and surrounding communities.

Volunteer Development

- Recruit, train, encourage, and support volunteers.
- Identify and develop emerging volunteer leaders.
- Help build sustainable volunteer teams around key ministry functions.
- Foster a culture of hospitality, encouragement, spiritual growth, and service.

Resource Development

- Help strengthen the long-term sustainability of the ministry.
- Develop relationships with local donors, businesses, churches, sponsors, and community partners.
- Assist with fundraising efforts and local donor engagement.
- Identify opportunities to increase local revenue, volunteer engagement, donated resources, and community investment.
- **Participate in the exploration and development of future ministry initiatives, including social enterprise and thrift store opportunities.** In late 2025, a Hill City strategic planning session identified this as a major next step.

Leadership & Growth

- Work closely with the Hill City Leadership Team and Love INC staff to discern ministry direction.
- Help evaluate community needs and identify opportunities for ministry impact.
- Develop new ministry initiatives in response to community needs.
- Help expand volunteer engagement, community awareness, and ministry effectiveness.
- Provide local leadership while remaining aligned with the mission, values, and philosophy of Love INC.

Administration

- Maintain appropriate records, communication, scheduling, reporting, and ministry metrics.
- Utilize ministry software and Microsoft 365 tools.
- Participate in staff meetings, training opportunities, and organizational initiatives.
- Ensure ministry activities remain organized, effective, and sustainable.

Desired Characteristics

We're looking for someone who is:

- Growing in a vibrant relationship with Jesus Christ.
- Passionate about the mission of the local Church.
- A self-starter who sees opportunity and takes initiative.
- Comfortable wearing many hats in a growing ministry.
- Able to recruit, encourage, and empower volunteers.
- Organized enough to follow through and flexible enough to adapt.
- A strong communicator in both one-on-one and public settings.
- Energized by building relationships and creating momentum.
- Excited by helping a small ministry take its next steps forward.

Hours and Structure

We are intentionally open to a variety of staffing models:

- Part-time or full-time.
- Single individual or complementary team members.
- Immediate placement or gradual growth.
- Responsibilities tailored to the gifts, experience, and availability of the selected candidate(s).

For more information on how to apply contact Shawn Hayford at shawn@love-inc.us