

# MINNESOTA COUNCIL OF CHURCHES

Refugee Services Program

## POSITION DESCRIPTION

Position Title: Collaboration Facilitator, Statewide Employment Collaborative

**Employment Status:** Full-Time, Regular, Exempt (FLSA Administrative Exemption)

**Reports To:** Manager of Employment Services

**Work Location:** Hybrid – Minneapolis, MN (122 West Franklin Avenue); schedule of in-office and remote days to be established with supervisor; with regular offsite meetings throughout the Twin Cities metro and statewide travel. A valid driver's license and access to reliable transportation is required.

**Schedule:** Monday–Friday, standard business hours; occasional evenings and weekends as operational needs require.

## ABOUT MINNESOTA COUNCIL OF CHURCHES

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The Minnesota Council of Churches (MCC) convenes, connects, and catalyzes people of faith to build just, equitable, and livable communities for all Minnesotans. MCC is a statewide council with 24 member denominations from Historical Black, Native American, Mainline Protestant, Pentecostal, and Orthodox communions.

In 2026, MCC focuses on courageous, compassionate engagement that bridges divides, strengthens community resilience, and promotes racial justice, healing, and reconciliation. Programs include depolarization initiatives such as Respectful Conversations, expanded services for New Americans, and educational and narrative-change resources delivered through a racial equity lens. MCC staff reflect the broad diversity of Minnesota and the broader mission to build unity through justice for the common good.

## COMPENSATION & BENEFITS

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**Starting Salary Range:** \$53,000 – \$56,000 per year

Benefits package includes:

- Medical insurance
- Dental insurance
- Life insurance
- Retirement plan
- Paid sick leave (accrued per Minnesota Earned Sick and Safe Time law, Minn. Stat. § 181.9447)
- Vacation leave

## PURPOSE OF POSITION

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MCC is designated as the Lead Agency for the Minnesota Department of Human Services (DHS) Employment and Career Supports Collaborative. The Collaboration Facilitator coordinates and advances the collective work of statewide partner agencies contracted by DHS to provide employment placement and career-building services for refugees, asylees, humanitarian parolees, and others with a humanitarian immigration legal status.

The Collaboration Facilitator leads the creation and implementation of a statewide employment services workplan, builds collaborative tools and resources, facilitates meetings between partners and DHS, and evaluates program effectiveness. The position plays a leadership role in the statewide resettlement network, with a focus on employment services, and works closely with the Lead Employment Counselor.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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## **Champion Collaboration Among Statewide Service Partners**

- Work with service partners and DHS to develop a collaborative charter and Memorandum of Understanding outlining shared commitments for engagement, participation, accountability, and conflict management.
- Work with DHS to identify and promote training opportunities for service provider staff.
- Develop effective communications systems within the service collaborative to support coordinated work and ensure strong information dissemination and sharing.

## **Provide Programmatic Leadership Across the Employment Service Collaborative**

- Lead implementation of the statewide workplan of the Employment and Career Supports Collaborative.
- Support alignment of activities, processes, and services within the collaborative.
- Convene and facilitate regular collaborative management meetings.
- Work with regional partners and collaborative service hubs to ensure implementation of services into local service systems and structures.
- Work with collaborative providers to leverage individual agency strengths and capacities.
- Disseminate information, updates, and contract policies to partner organizations and staff.
- Support development of AmeriCorps Resettlement Corps placements in partner organizations.
- Lead programmatic data analysis to evaluate, adapt, and improve collaborative service delivery.

## **External Collaboration and Outreach**

- Meet regularly and collaborate with other lead agency collaborative facilitators.
- Develop strategy for external stakeholder engagement, including with served populations and key community partners.
- Share Employment Collaborative updates with community partners.
- Represent Employment Collaborative in community meetings, consultations, and other relevant forums.
- Work with DHS to incorporate relevant community feedback into service delivery.

## **Consortium Contact Point**

- Serve as a key point of contact for the Employment Collaborative with external partners and the State of Minnesota.
- Serve as liaison between the Consortium and the State of Minnesota Resettlement Programs Office; participate in regular check-ins on consortium activities, capacity, and program implementation.

## **MCC Program Coordination and Service Provision**

- Work closely with MCC managers and director to develop and implement agency programming.
- Assist with training and orientation of new staff, volunteers, and interns.
- Supervise interns and contract staff such as interpreters and case aides.
- Submit regular reports to track client outcomes, fulfill reporting requirements, and capture client success stories.
- Provide coverage in client services as needed, including eligibility assessments, filing forms, service referrals, home visits, and orientation workshops.
- Document all client contacts and services in case files and case notes.
- Assist in emergencies as they arise.
- Perform other duties as assigned.

## **QUALIFICATIONS**

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### **Required**

- Demonstrated leadership and program coordination skills.
- Demonstrated ability to work collaboratively across organizational boundaries.
- High level of organization and time management.
- Broad knowledge of ethnic community organizations and employment service providers.

- Knowledge of local refugee and immigrant populations, available resources, and state and federal policies that affect them.
- Demonstrated ability to maintain detailed records and submit accurate, timely reports.
- Strong oral and written English language communication skills.
- Proven ability to work in a fast-paced social service environment.
- Demonstrated ability to work independently and as a member of a team.
- Ability to travel throughout the Twin Cities metro and statewide.

### **Preferred**

- Bachelor's degree in social work, human services, public administration, or a related field, or equivalent relevant work experience.
- Bilingual or multilingual language proficiency.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Experience with case management software or data tracking systems.

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

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This position operates primarily in a standard office environment at MCC's Minneapolis office, with frequent local travel to employer sites, workshop locations, community partner locations, and participant homes, and occasional statewide travel. Standard office hours are Monday–Friday; occasional evening and weekend availability is required for workshops and community events.

The physical demands below represent those that must be met to successfully perform the essential functions of this position.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

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The Minnesota Council of Churches is an Equal Opportunity Employer. MCC does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 or older), disability, genetic information, military status, or any other characteristic protected under applicable federal or Minnesota state law, including but not limited to:

- Title VII of the Civil Rights Act of 1964
- Americans with Disabilities Act (ADA) of 1990, as amended
- Age Discrimination in Employment Act (ADEA) of 1967
- Genetic Information Nondiscrimination Act (GINA) of 2008
- Minnesota Human Rights Act (MHRA), Minn. Stat. Ch. 363A (which additionally protects individuals based on marital status, familial status, receipt of public assistance, sexual orientation, gender identity, and lawful use of consumable products such as cannabis off-duty)

MCC is committed to providing reasonable accommodations for applicants and employees with disabilities and for sincerely held religious beliefs. Applicants requiring accommodation in the application or interview process should contact Human Resources.

## **HOW TO APPLY**

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Candidates should submit a resume and letter of interest to [employment@mnchurches.org](mailto:employment@mnchurches.org). Applications will be reviewed on a rolling basis until the position is filled.