



# Orthodox Christian PRISON MINISTRY

## Prisoner Relationship Manager

**Job Title:** Prisoner Relationship Manager

**Location:** Remote

**Reports to:** Executive Director

**Status:** Full Time (40 hours/ week)

**Classification:** Nonexempt

### Orthodox Christian Prison Ministry

OCPM is a national, faith-based non-profit organization. OCPM serves those who are incarcerated and their families, and provides resources, training and support to our ministry partners so that lives are transformed, and God is glorified.

### Position Summary

Under the direction of the Executive Director, the Prisoner Relationship Manager is responsible for managing the big picture relationship between OCPM (representing the Assembly of Bishops) and Orthodox Christians, catechumens, and inquirers who are incarcerated in the United States.

The candidate collaborates closely with OCPM's programs team, especially the Director of Prison Correspondence and the Director of Strategic Initiatives, to ensure that each individual person in prison who interacts with OCPM has an engagement plan for their spiritual care and connection to the Church while in prison.

As part of a team, with the Director of Prison Correspondence, this position will build relationships with people in prison, primarily through remote communication. To ensure people in prison have continuity of care, he or she will also build relationships with and coordinate clergy and other Orthodox who interact with people in prison. The candidate will also manage pastoral inquiries to OCPM, especially from clergy, leveraging other experts and staff at OCPM when needed.

The desired individual should be an Orthodox Christian in good standing with very strong pastoral skills and an ability to quickly make a connection with other people from diverse backgrounds. He or she must be ready to work, demonstrate professionalism, be a self-starter, have strong organizational and time management capabilities, and an ability to work well with the OCPM team.

As OCPM is primarily a remote organization, this position has the option to either be remote or based out of OCPM's office in St. Paul, MN. After an initial, intensive training period in St. Paul, the candidate will report to and interact with the Executive Director and programs team via email and video chat, with travel of between two and four trips per year expected.

## **Responsibilities**

### Direct Care

- Under the direction of the Executive Director, form a team with the Director of Prison Correspondence to manage the relationships OCPM has with people in prison.
- In select cases, maintain direct contact with people in prison through letters, email, phone calls, and in-person visitation.
- Represent the hierarchs by ensuring those engaged in prison ministry are educated in OCPM's methods and status as an agency of the Assembly of Bishops.
- Oversee continuity of care for people in prison from point of contact until conclusion of a relationship.
- Learn and understand the rules and know the administrators in prisons where OCPM has active relationships and assess how those rules affect an individual's spiritual care.
- Working with the Director of Strategic Initiatives, manage the OCPM Pen Pal program from the person in prison's side of the equation.
- Work with the Director of Prison Correspondence to enroll people in OCPM's faith study programs based on their situation at a given time.

### Partner Relationship Management

- Coordinate clergy to visit prisoners and assist them in having access.
- Assess the need and viability for non-clergy volunteer support with individuals

### Clergy Care and Coaching

- Manage clergy interactions with the correctional system and provide support as needed.
- Coach clergy and laity on specific pastoral situations as they arise, educating them on the nuances of prison ministry and ensuring they maintain good relationships with OCPM.

### Record Keeping

- Maintain thorough records of all contacts, including program enrolments and case notes.
- Cooperate with Data and Process manager to keep a clean, thoroughly noted database.

## **Qualifications and experience**

The candidate should have the ability to work as part of a collaborative team, with open, calm communication on very sensitive matters. He or she should have superior ability to manage priorities and workflow; willingness to be flexible and versatile; willingness to work with and include individuals of diverse backgrounds; respectful and appreciative to OCPM's mission; a self-starter needing little supervision.

He or she should have strong pastoral care experience, with preference given to those who have experience with relationship and case management in an institutional setting.

Bachelor's degree or equivalent with 4-6 years related experience or combination of education and experience preferred.

**Additional Information**

- The candidate will go through an initial, intensive training period under the direction of the Director of Prison Correspondence in St. Paul, MN. The length of this training will depend on the candidate's background and experience level.
- OCPM does not have a central office. The candidate will work out of an office in his or her own home. OCPM will provide or pay for reasonable and necessary office supplies.
- OCPM is a small but growing organization. The candidate should feel comfortable in a startup-like environment where he or she can influence and help build the ministry.
- This is a full-time position with flexible work hours during the normal business day.

**How to Apply**

Send a cover letter and resume to [communications@theoCPM.org](mailto:communications@theoCPM.org)