

Job Description
THE PRINCIPLE FOUNDATION
Part-Time GRANT ADMINISTRATOR
PRISON MINISTRY/INSTITUTIONAL

General Description

The Prison Ministry Grant Administrator handles communications with prison inmates and returning community members (RCMs) who contact The Principle Foundation (TPF) with inquiries and requests, and handles the grant process for inmates and RCMs who demonstrate a sincere commitment to Christian Science. The major aspects of this work include maintaining ongoing correspondence with inmates and RCMs, managing periodical subscriptions, bringing prison ministry requests to grant meetings, and confirming that payments - as awarded - are completed. Some of this work occurs in coordination with other Christian Science organizations and individuals. You should expect to continuously grow spiritually as you apply a strong metaphysical and intuitive approach to all aspects of this work.

This position reports to the Director of Service Programs, serves on TPF's other grant committees as requested, and works closely with the accounting team.

Grant Administrator Details

Job Type: Part-time (one-third to two-thirds time) *

Location: National Office in Kansas or remotely

Hourly Salary Range: \$32.70 – \$38.30

Benefits: Participation in 401k program

Start Date: As soon as practical

Reports to: Director of Service Programs

* A TPF part-time hourly employee may combine current hours with this position, up to 80% of full-time work (22-35 hours per week)

Primary Responsibilities

- Pray daily for TPF including its mission and activities.
- Administer and manage institutional grants, including preparing Board reports as requested.
- Respond to inmate and RCM inquiries and correspondence, including periodical subscription and grant requests.
- Coordinate with outside Christian Science organizations, such as Embraced:Fully, a TPF-sponsored program that oversees integrating inmates as RCMs. This includes working directly with individuals on "Angel Teams" that sponsor RCMs.
- Purchase and send cell phones and gift cards to RCMs, closely tracking receipts, units, costs, and reporting details in coordination with the accounting office.
- Maintain efficient monitoring and electronic filing of inmate and RCM correspondence and grant requests, including managing multiple subscriptions, user names, passwords, etc.
- Work collaboratively with TPF grant administrators in reviewing grant applications, recommending grant awards, and making grant decisions.
- Use a variety of software programs to process, record, and communicate grant information.
- Organize, manage, and prioritize many tasks and details related to grant administration.

- Attend daily weekday morning meetings and participate in person during TPFs annual Team Week in the National Office in Kansas (typically mid-June).
- Attend, from time to time, workshops or conferences hosted by Christian Science organizations for those working in prison ministry activities.
- Other duties and responsibilities assigned by Directors.

Basic Requirements

- A deep desire – as evidenced in your interest in this position – to help others.
- Demonstrable knowledge and practice, and love of Christian Science.
- Recognition of the spiritual nature of this work and ability to handle issues prayerfully.
- Effectively support the spiritual and practical needs of individuals who are relying on Christian Science and who are seeking financial or other types of assistance (“inspired benevolence”) - but not act as a Christian Science practitioner.
- Excellent communication abilities.
- Collaboration skills.
- Computer skills, Word/Excel, and database programs. Training provided as needed.
- Individual initiative and problem-solver, including having a high degree of professionalism, attention to detail, and strong service orientation.
- Confidentiality, thoroughness, and sound understanding and practice of ethics.

Education and Experience (any one of these is a plus)

- Experience as a chaplain or Christian Science prison ministry/institutional worker.
- Experience working on a team in a professional setting, both in person and remotely.
- Experience working with Christian Scientists in church or organizational settings.
- Experience coaching or helping others with life skills such as personal finance, budgeting, housing, employment, etc.
- Ability to effectively communicate with Christian Science and non-Christian Science audiences and individuals.

Qualifications

- Membership in The Mother Church required
- Branch church membership expected
- Class instruction in Christian Science preferred