



MISSION EXPERIENCE COORDINATOR

Department	Development	Wage Range:	\$23.00 - \$27.00/hour
Supervisor	Development Director	Status	Regular, Full-time, Non-exempt
Revised	March 2026	Location	Tacoma, WA

General:

The Mission Experience Coordinator is responsible for coordinating events and gatherings that connect people, both within and outside the organization, to our mission. This includes the coordination of volunteers, the planning and execution of small gatherings, the planning and support of staff reflection meetings based on the work of L'Arche, and the coordination and execution of "immersion experiences" that offer 1-7 day experiences for people wanting to connect, learn from, and grow with LTH.

Serving as a member of the Development team, this position is focused on nurturing and expanding LTH's relationships, coordinating mission-focused experiences that turn into revenue-generating opportunities, and growing our connection to and impact in the wider community.

This is a fully on-site role. Some evenings and weekends will be required.

1. Coordination and execution of "immersion experiences" – 30%

- Coordinate with current and prospective schools that would like to do an immersion experience at L'Arche Tahoma Hope
- Organize the ½ day, 1 day and week long immersion experience curriculum; organize meals, prep paperwork, school visits and collective wisdom sessions
- Work with the Development Director to coordinate immersion sessions that are around and at L'Arche, present questions during reflection sessions and coordinate activities
- Coordinate with the school representative on communications to prep the school and the students
- Coordinate with LTH staff to create schedules for school groups while on-site
- Coordinate follow-up with the schools on experience and feedback forms
- Recruit new schools, church groups and small businesses to set up immersion group weeks with us
- Improve and facilitate curriculum review each year, brainstorm new ways to get students involved at LTH

2. Coordination of volunteers – 20%

- Coordinate the recruiting, screening, interviewing, orientation and training of new individual and group volunteers
- Work with the Development Director to assign appropriate volunteers (at the Farm, in the homes, at the Welcome Center, at an event or Community Nights)
- Maintain contact with existing volunteers, providing check ins for volunteers as needed and when requested
- Maintains updated records on all individual and group volunteers, and tracks when their records need to get updated.
- Coordinate volunteer appreciation efforts including coordination of appropriate events
- Use Bloomerang to organize volunteer data including but not limited to their personal information, schedules, availability, interests in community, communications, etc.
- Coordinate partnerships and individual volunteers from international organizations – welcome, onboarding, schedule and point person through their time with us (example: INVIA, Hibernia School)
- Coordinate relationships with partner organizations locally and nationally – keeping administrative

records, communications, onboarding and checking in

- Inviting core members into relationships with volunteers
- Include core members on volunteer orientation, immersion experience programming or volunteering at an event

3. Planning and execution of gatherings related to traditions and celebrations – 20%

- Coordinate gatherings at LTH that invite others into experiencing the mission of L'Arche
- Balance both gatherings LTH has done in the past while also finding innovative ways to bring more people into the mission
- Grow impact of our gatherings in who we reach, how we reach them and why
- With the Development team, coordinates events that engage community building and network of partners for LTH
- Collaborate with the Farm staff for coordinating different gatherings on the farm.
- Organizes and recruits volunteers for different community events.

4. Planning and support of staff reflection meetings based on the work of L'Arche – 15%

- Coordinate presentation information and schedule for monthly staff reflection meetings based on the work of L'Arche
- Coordinate volunteers to teach sessions on themes of the mission of L'Arche, as needed

5. Coordination of systems for impact and revenue generating programs – 15%

- Attend Development Huddle (team meetings) to facilitate coordination and communication about program logistics
- Communicate with the Development team to ensure volunteer knowledge of whole community functions occurs and that volunteer feedback is heard
- Work with the Development Director to fully utilize and communicate fundraising opportunities within schools served, including potential financial partnerships
- Use surveys and feedback forms to gather data and measure our impact
- Use software platforms to streamline the orientation/onboarding process with schools, groups and volunteers
- Share recruitment documents with partner organizations, individual volunteers and schools; flyers to send home with students

Equity and Inclusion

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency.

LTH Expectations

- Model Cooperative Communication and foster cooperative relationships
- Commit to the mission and philosophy of L'Arche, including the Pillars of L'Arche Spirituality
- Show flexibility and responsiveness to core member needs
- Ensure that the LTH community enjoys a vibrant community life through visioning, planning and collaborating with leaders and staff
- Foster a spirit of teamwork within the community
- Remain grounded in community and mutual relationships through occasional direct support in the homes
- Demonstrate openness and flexibility in spending time in the homes, on the farm and in activities to develop and grow mutual relationships with core members.
- Demonstrate openness and flexibility to serve on a committee or attend community events.

Physical Requirements – (If or when supporting in our homes) Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- Ability to perform lifts and transfers up to 50 pounds, with training
- Physically support core members in using walkers and wheelchairs
- Bending squatting to assist core members in activities of daily living
- Roll core members while in bed to assist in dressing

Minimum Qualifications

- Verbal and written fluency in English
- Two years’ experience in a L’Arche community
- Two years’ leading groups of all ages, program development, volunteer management or gathering coordination
- Demonstrated ability to hold logistics well with high emotional intelligence
- Demonstrated ability to do quality work while meeting deadlines
- Demonstrated ability to write and speak clearly and appropriately to a variety of audiences
- Demonstrated commitment to personal and spiritual growth
- Commitment to L’Arche mission and manner of sharing life with core members
- Basic knowledge of common email applications, donor tracking software and competent in Microsoft Office software
- Knowledge of Google Workspace design and processes
- Must possess and maintain a valid driver’s license. Must be capable of driving LTH vehicles and other people.
- Ability to pass fingerprint background check
- Ability to pass 2-step TB test or provide evidence of adequate therapy

Trainings/Certifications Required (can be completed after hire)

- CPR/First Aid, Blood Borne Pathogens, and WA State Food Handlers Certificate

Physical Demands and Work Environment

This position requires frequent sitting, standing and movement around the office, lifting 30 pounds or more; comfortable speaking in front of groups of people and meeting new people.

Generally, in an open office environment with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. All L’Arche Tahoma Hope employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Benefits include paid sick and vacation, 92%-paid medical premium, reimbursement of medical deductibles up to limit, no co-insurance, 3% IRA match and limited annual dental and vision reimbursement after six months.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____