

**Church Partnerships Coordinator**

**POSITION DESCRIPTION**

**General:** The Church Partnerships Coordinator works under the supervision of the Executive Director to implement church communications, church outreach, and church relationship development. The Church Partnerships Coordinator maintains key databases, coordinates activities with church ambassadors, and oversees key church events, including annual Baby Bottle fundraising campaigns. Additionally, the Church Partnerships Coordinator manages volunteer inquiries, and shepherds prospective volunteers through the Center’s application and onboarding process.

**Reports To:** Executive Director

**Hours/Wages:** Part Time**,** Hourly, Non-Exempt; Approximately 15 hours per week

**Qualifications:**

1. Demonstrates a close personal relationship with Jesus Christ, spiritual maturity, and a prayerful, evangelical witness. (Required)
2. Holds a strong commitment to protecting the sanctity of human life and upholding chastity. (Required)
3. Expresses full agreement with Assist’s Statements of Principle and Faith, Code of Ethics, and Policies and Procedures and possesses a sincere desire to care for abortion-vulnerable women. (Required)
4. Demonstrates maturity, excellent verbal, written, and interpersonal communication skills, aptitude in building relationships with diverse audiences, and confident public presentation abilities. (Required)
5. Is dependable, stable, and reliable, able to work independently as a self-starter. (Required)
6. Is organized, administratively gifted, and has an established history of successfully executing deadline driven projects, and is comfortable speaking at small and large church gatherings. (Required)
7. Possesses relevant education and established experience in fundraising, outreach, administration, and volunteer coordination. (Preferred)

**Responsibilities:**

**I. Church Relationship Development:**

1. Recruits and trains volunteer church ambassadors at supporting churches. Communicates regularly with church ambassadors regarding key ministry updates, needs, and connection points.
2. Maintains up-to-date database of area churches and specific church contacts, researching and identifying new church partners and points of contacts (for abortion recovery ministry connections, women’s ministry, etc.).
3. Researches and identifies points of contact in church programs relevant to the referral needs of the Center’s clientele (for example, ESOL, Job Training, Marriage Help, etc.).
4. Serves as a resource to Client Services staff in recommending specific church ministries and resources for client referral and connection purposes. Provides annual updates to church referral lists.
5. Manages ministry representation at church and ministry events (particularly during Sanctity of Human Life month), speaking regularly on behalf of the ministry or staffing informational tables. Develops teachings for various church groups re: current state of abortion in America, and how to engage with logic and love on the subject of abortion.
6. Serves as point of contact for supporting churches regarding service project opportunities at the Center, baby shower needs, etc.

**II. Church Communications:**

1. Develops and schedules periodic church communications and updates to volunteer church ambassadors.
2. Assists with scheduling annual church outreach visits and pastor appreciation visits for the Executive Director, maintaining records of most recent church engagements and planning periodic visits/contacts with supporting churches.
3. Develops church welcome packets for new or prospective supporting churches with key ministry updates.

**III. Church Outreach:**

1. Works with the Executive Director to develop theme, outreach targets, and speaking calendar for Sanctity of Human Life month outreach.
2. Prospects new churches, schools, or ministries to participate in and grow the annual Baby Bottle Boomerang fundraising campaign.
3. Coordinates lead BBB contacts through church ambassador and other church relationships, manages BBB inventory and distribution, supervises timing of church campaigns, and provides periodic communications updates to church partners regarding BBB campaigns.
4. Identifies church point of contacts for the annual Walk|Run|Ride and works with church ambassadors to encourage church promotion of and participation in event. Works with Events Team to facilitate connections to church contacts for event promotion.
5. Researches opportunities for Assist to exhibit at church ministry fairs or events and provides key dates to Executive Director for planning calendar purposes. Represents Assist at ministry events as able.
6. Assists with other strategic church outreach events, pastoral breakfasts, and church projects, as assigned.

**IV. General Ministry Support:**

1. Tracks and manages all volunteer inquiries, connecting qualified volunteers with organizational volunteer openings. Manages volunteer applications and works to connect new ministry supporters to meaningful volunteer opportunities.
2. Attends staff meetings and relevant trainings in person. Meets monthly with Executive Director and is available during core business hours via phone and email on scheduled, weekly basis when working remotely.
3. Aids the Events Team by providing church contacts and church connection recommendations for key events.
4. Participates in all ministry fundraisers and ministry wide activities.

Other duties as assigned.

The Church Partnerships Coordinator will receive an annual evaluation by the Executive Director.