



## POSITION DESCRIPTION

### JOB TITLE

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- **Title:**               **Community Outreach & Events Coordinator**
- **Reports To:**       Fund Development Director
- **Hours:**             Part- Time   occasional evenings, weekends required

### JOB FUNCTION

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This position in conjunction with the CEO and Fund Development Director, is responsible for developing and executing programs that engage the community in support of the organization's mission. They work to build relationships with churches, businesses, ministry partners and other various groups in order to form partnerships that will further the work of Care Net Pregnancy Center. They are responsible for executing the annual Baby bottle campaign, annual banquet and other special events, including helping outside groups with support to host events on our behalf. Additionally, provide oversight to volunteers.

### DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB

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#### *Special Events*

- Provide direction and oversight to ensure successful events, assuming major responsibility for event details, logistics and volunteer management. Coordinate and monitor event timelines and ensure deadlines are met.
- Provide support for all banquet event logistics, including but not limited to creating nametags, ordering and picking up supplies, preparing table host materials, supporting table hosts with logistical or technical issues, maintaining data base and managing event guest registration processes, corresponding with attendees pre and post event.
- Provide primary oversight for Sanctity of Human Life Sunday and Baby Bottle Campaign: Plan and promote campaign, provide support and leadership to volunteers and church liaisons, coordinate delivery and pick up of baby bottles to churches; oversee post event related duties including storage, inventory, bottle prep and maintenance, record keeping, thank you notes.
- Provide creative input for all event planning and marketing strategies to achieve ministry goals for all events. This includes open houses and T.E.H. special events for graduates.
- Nurture relationships with collaborative partners. Send thank you notes in a timely manner.
- Coordinate and provide oversight for volunteer special group projects for churches, community groups, youth organizations and individuals as needed.
- Log all outreach meetings and notes timely.

#### *Church Relations & Communications*

- Manage correspondence with church leaders, building rapport, marketing and giving opportunities
- Coordinate baby bottle campaign to maximize contributing churches, donors, and gifts
- Actively pursue and schedule regular outreach exhibitions in the community to increase visibility of Care Net's services and positive impact on the community.
- Act as liaison between local businesses, churches, organizations or individuals who are hosting a fundraising event or drive on Care Net's behalf. Build a library of resources to help individuals and organizations conduct fundraising events on our behalf.
- Represent the organization at events as requested
- Respond timely to donor and community requests
- Recruit, motivate, and develop volunteers to support events and outreach
- Network with volunteer groups and organizations to provide new opportunities
- Support, execute, and monitor messaging across all platforms, including but not limited to, social media, web sites, printed materials, events, video, direct mail, newsletters, blogs, email, radio/broadcast, and others to promote the goals of the organization within the established budgetary parameters.
- Maintain protocols for consistency, standardization and professional look across materials created for all programs.

*Spiritual Leadership*

- Make prayer an integral part of the work process
- Provide spiritual leadership and with a servants' heart be willing to step in where needed

*Other duties as assigned.*

**POSITION SPECIFICATIONS**

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- A. Experience with WordPress, Constant Contact, and Zoom and Microsoft office products.
- B. Excellent storyteller and presenter
- C. Outstanding organizational skills and follow through.
- D. Must show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life
- E. Must agree with and sign Care Net's Statements of Mission, Vision and Faith, Principles, Values, and Confidentiality and attend church on a regular basis.
- F. Dependent on Holy Spirit "Not by might, nor by power, but by My Spirit, says the Lord." Zech 4:6
- G. One-year special event experience a plus.

**Employee Signature** \_\_\_\_\_