

## Community Relations Coordinator Job Description

### Description/Purpose

The Community Relations Coordinator serves as a primary liaison on behalf of the Crisis Pregnancy Center of Tidewater (CPC). This individual will work with other Community Relation Coordinators, Ministry Relation Coordinators, and the Volunteer Manager for building and maintaining relationships with individuals, businesses, churches, and others in the community to help fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. They will report to the Community Relations Manager.

### Responsibilities

The successful candidate will:

- Maintain and strengthen existing relationships with individual donors, businesses, and churches.
- Establish and grow new relationships with people and organizations within the community.
- Follow current processes and procedures and look for ways to improve/refine them.
- Maintain contact and timely follow-up with supporters through phone calls, meetings, email, and other correspondence.
- Represent CPC's positions on various aspects of ministry, policy, philosophy, and procedure.
- Attend events to interact with existing and potential supporters.
- Lead tours of ministry facilities.
- Make presentations and represent CPC to church congregations, small group settings, and other speaking opportunities as they arise around South Hampton Roads.
- Uphold CPC's policies and procedures
- Support the religious mission of CPC and encourage the spiritual growth of staff and clients
- Reinforce the humanity of the unborn child with patients, their guests, staff, and others
- Be able to share the gospel of Jesus Christ with patients and supporters and pray with them as appropriate
- Lead staff (or participate) in shared prayer and devotions as opportunities arise
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication
- Work with vendors, service providers, and/or volunteers as needed
- Perform other duties as assigned, dependent on organizational needs and employee skills

### Qualifications

#### *Professional*

The successful candidate will:

- Demonstrate the ability to establish and maintain effective relationships and partnerships with key stakeholders.

- Exhibit strong internal and external relationship building skills.
- Exhibit solid organizational and analytical skills
- Exhibit strong written and oral communication skills
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Have the ability to excel in a fast-paced, changing, and challenging environment
- Be proficient in Microsoft Office products

### *Education/Experience*

The successful candidate will:

- Have experience in sales, account management, customer service, and/or donor relations.
- Possess at least a BS/BA (or equivalent experience)

### *Spiritual/Personal*

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel
- Be an active and committed part of a local, gospel-preaching church
- Be in complete agreement with CPC's Mission, Statement of Principle, and Statement of Faith
- Be dependable, stable, and capable of committing to this position's responsibilities and duties
- Express a desire to be a part of reaching at-risk patients considering abortion
- Believe in the sanctity of all human life from the moment of conception through natural death
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible
- Be self-motivated and well-ordered in their personal life
- Have a warm, gentle, and hospitable spirit for the family of CPC
- Embrace CPC's values and the behaviors that support those values

### **Schedule**

The Community Relations Coordinator is a Full-Time or Part-Time position. The position may or may not be approved for remote working opportunities contingent upon the demonstrated responsibility of the employee and the needs of the ministry. The Community Relations Coordinator will be expected to be available during normal office hours each weekday, but some nights and weekends may be required. Known nights/weekends that may be required of this position include:

- Fundraising events
- Appreciation events
- Speaking events
- Tours of CPC's Pregnancy Medical Clinics

### **Compensation and Review**

Compensation consists of a competitive salary dependent on the qualifications and experience of the successful candidate and their employment status (regular vs. temporary and/or full-time vs. part-time). Benefits may include:

- Health insurance
- Dental insurance
- Long-Term Disability Insurance
- Paid time off (holiday, vacation, sick leave, etc.)
- 403(b) Retirement Plan
- And more!

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