



## CHURCH RELATIONS COORDINATOR

The Church Relations Coordinator helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ by developing and sustaining church engagement and partnerships through outreach, relationship cultivation, and coordination of communication, materials, speakers and events to church partners.

### REPORTS TO:

Director of Marketing

### POSITION RESPONSIBILITIES:

#### CHURCH ENGAGEMENT:

- Oversee and execute the organization's development strategies for churches as set by the Director of Marketing.
- Actively drive efforts to engage and build relationships with area churches, meeting weekly and monthly goals.
- Field all church requests for involvement opportunities, speakers, information tables, resources, and ministry fairs.
- Coordinate and host requests for church group volunteer opportunities on site.
- Initiate communication with metro area churches regarding partnership opportunities and events.
- Promote New Life Family Services' programs and fundraising events (including SOHL, Gala, Laugh for Life, Birth Mother Dinner, Walk & Run for Life) to partnering churches.
- Perform speaking engagements and attend church events as needed. Some weekend and evening hours required.
- Oversee all aspects of the volunteer Church Ambassador Program from recruitment to communication and training.
- Manage the Baby Bottle Campaigns and all other church fundraising campaigns.
- Track and report church engagement and trends to Director of Marketing and Development Director.
- Establish, maintain, regularly update, and manage our contact list of supporting churches based on involvement.
- Send timely thank you notes and reports to churches following activities.

#### CHURCH COMMUNICATION CALENDAR:

- Develop strategic communication and engagement plans for reaching churches.
- Work with Marketing Director to create and manage a twelve month calendar detailing communication with churches and set goals for church engagement according to their current level of involvement.
- Implement goals with the Marketing team and create necessary supporting materials.

#### STAFF SUPPORT:

- Provide direction to Rochester staff ensuring consistency in our church outreach agency wide. Plan regular meetings (quarterly) with Rochester staff to review the church communication calendar and provide support.
- Equip all staff representing New Life at churches with the necessary information and materials they need.
- Work with each First Care location to create a church resource and referral list for their center.
- Field requests from First Care staff as they have needs for group service projects in their centers.

#### PRESENTATION/MATERIALS:

- Work with the Director of Marketing to create and order supplies needed for church outreach.
- Maintain an accurate list and stock of supplies for ultrasound live, baby bottles, booths, etc.
- Register and represent New Life and its programs at church ministry fairs and conferences.
- Manage and create church presentations, keeping an inventory of all available presentations and updating content regularly.



**POSITION QUALIFICATIONS:**

Bachelor’s Degree in Ministry, Communications or related field and/or a minimum of two years professional experience.

**OUTREACH:**

Attend all New Life fundraising events. Represent New Life and its programs at various church events as needed. Some evening and weekend hours required.

**SELF-DEVELOPMENT:**

Participate in appropriate workshops and training sessions and ensure continuing education requirements are met.

**CORE VALUES/COMMITMENTS:**

- Demonstrated faith in Jesus Christ.
- Agrees with and adheres to Transform Minnesota Statement of Faith, Core Values, and Code of Conduct.
- Exhibit strong commitment and dedication to the sanctity of all human life.
- Exhibit strong commitment and dedication to sexual purity.
- Attend weekly staff and prayer meetings.
- Demonstrate strong interpersonal and administrative skills.
- Exhibit strong organizational skills and the ability to manage multiple responsibilities at once.
- Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.

**DIRECT REPORTS:**

None

**BENEFITS/SALARY:**

This position is 32-40 hours/week, benefits eligible.  
\$17-\$20/hour dependent upon qualifications.



Approved By	
Date Approved	
Reviewed	