

## **Community Engagement Coordinator**

### **Options Pregnancy Resource Centers**

#### Position Description

**Objectives of the position:** The Community Engagement Coordinator plays a vital role in building, nurturing, and mobilizing relationships between our organization and the community we serve. This role connects churches, volunteers, partners, and donors to our mission, ensuring that our work is relational, collaborative, and Christ-centered.

The ideal candidate is passionate about ministry, highly relational, and energized by bringing people together for a shared purpose.

**Reports to:** Executive Director

#### **Qualifications:**

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Full agreement with OPRC's Statement of Faith and Principle, Mission and Vision Statements, and organizational policies.
- Demonstrated experience in marketing, ministry, communications, community outreach, or related fields.
- Strong interpersonal, public speaking, and written communication skills.
- Ability to build and maintain relationships with churches, community partners, volunteers, and donors.
- Proven ability to take initiative, manage multiple projects, and work both independently and collaboratively.
- Willingness to work a flexible schedule, including occasional evenings and weekends.

#### **Key Responsibilities**

##### **Community & Church Engagement**

- Represent the organization at community, church, and outreach events
- Serve as a liaison with local churches, faith leaders, and community partners
- Plan and support community outreach initiatives, service projects, and engagement events
- Assist with marketing and event promotion, including social media and web presence
- Help develop promotional materials and collect stories, photos, and testimonials
- Collaborate with internal teams to align outreach with program goals
- Maintain records of partners, volunteers, and outreach activities

##### **Volunteer Engagement:**

- Recruit, onboard, train, and support volunteers
- Create meaningful volunteer experiences that reflect Christian values and encourage long-term involvement
- Coordinate volunteer schedules and track engagement and impact

##### **Other:**

- Attend at least one educational program that advances job skills each year
- Attend regularly scheduled staff meetings
- Be an ambassador for Options PRC

- Submit a monthly activity report on a timely basis
- Attend one board meeting annually
- Maintain files and records pertaining to the position
- Other duties as assigned

### **What We Offer**

- The opportunity to serve in meaningful, faith-centered work
- Growth and advancement opportunities within the organization
- A supportive, mission-driven team environment
- Flexible Spending Account (FSA) or Health Expense Reimbursement (upon eligibility)
- Paid vacation and sick leave available after 90 days of employment
- 32 hours per week

*Please submit a resume and cover letter to [tammy@optionsprc.org](mailto:tammy@optionsprc.org)*

*For questions, please contact Tammy Dooley 541-924-0160, [tammy@Optionsprc.org](mailto:tammy@Optionsprc.org)*